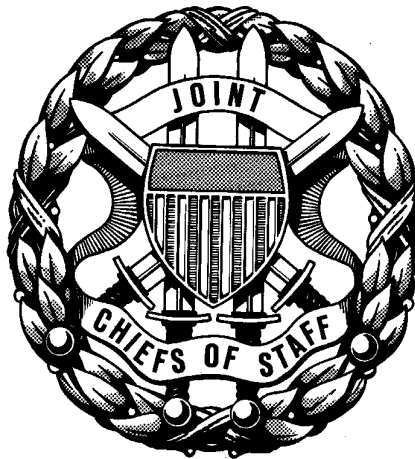


**CJCSM 5760.01 VOL II**  
**1 October 2000**

**THE JOINT STAFF AND CINC**  
**RECORDS MANAGEMENT**  
**MANUAL -**  
**VOLUME II - DISPOSITION**  
**SCHEDULE**  
**(DRAFT)**



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# CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL DRAFT

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DISTRIBUTION: A, C, J, S

CJCSM 5760.01 Vol II  
1 October 2000

## THE JOINT STAFF AND CINC RECORDS MANAGEMENT MANUAL - VOLUME II - DISPOSITION SCHEDULE

### References:

- a. DODD 5015.2, 6 March 2000, "DOD Records Management Program"
  - b. CJCSM 5760.01 Series, "The Joint Staff and CINC Records Management Procedural Manual"
- 
1. Purpose. Implement the provisions of reference a, which requires the Joint Staff to implement a generic disposition schedule for the CINCs and the Joint Staff.
  2. Cancellation. JSI 5760.02, 17 January 1994, Enclosure G, is canceled.
  3. Applicability. This manual applies to all Joint Staff directorates, separate offices, activities, and agencies responsive to the Chairman of the Joint Chiefs of Staff and the combatant commands to include CINC Headquarters, Joint Task Force (JTF) Headquarters, Military Advisory and Assistance Groups (MAAG), Joint Special Operations Command (SOC) Headquarters, etc. This excludes the Service components.
  4. Procedures. Procedures for using disposition schedule in this manual is contained in CJCSM 5760.01, Volume I.
  5. Releasability. This manual is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this manual through the Internet from the CJCS Directives Home Page--

1 October 2000

<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

6. Effective Date. This manual is effective upon receipt.

{NAME1}

{Rank1}

{Title1}

Enclosure(s):

A - Disposition Subject Index

B - Disposition Schedule

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Distribution A, C, and J plus the following:

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**DISPOSITION SCHEDULE**

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**0000 Series--Corporate Joint Staff (JS) And Headquarters  
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**0100 Series--Organization And Manpower**

**0200 Series--Personnel/Payroll**

**0300 Series--Intelligence And Security**

**0400 Series--Information And Legal**

**0500 Series--Operations, Planning, Command And Control**

**0600 Series--Logistics, Supply, Services, And Budget**

**0700 Series--Communications And Electronics**

**0800 Series--International**

**0900 Series--General Administration And Management**

**1000 Series--Information Technology (IT) Procurement, Planning,  
Operations And Management Records**

**1100 Series - Medical**

## Section 2. Disposition Detail Descriptions and Authorities

### 0000 SERIES—CORPORATE JOINT STAFF (JS) AND HEADQUARTERS COMMANDER IN CHIEF (CINC) RECORDS

#### 0001 OFFICIAL JS CASE FILES AND PAPERS

##### 0001-01 Official JS case file

Serially-numbered case files consisting of the permanent record copy of all JS serially-numbered papers published by the Secretary, JS, that bear a Joint Chiefs of Staff (JCS) or Secretary, Joint Staff (SJS) serial number (JCS 1234/567), (SJS 1234/567) (SJS 9X-12345), and (XX-12345) contain substantive long-term historical value, with all related background papers; (Note to Holders, Corrigendums, Changes) Decision Notices, JS Forms 136; Chairman of the Joint Chiefs of Staff Memorandums (CMs), Memorandums Issued in the Name of the Chairman of the Joint Chiefs of Staff (MCMs), Joint Chiefs of Staff Memorandums (JCSMs), MJCSs, Director, Joint Staff Memorandums (DJSMs), JNSM, Secretary, Joint Chiefs of Staff Memorandums (SMs), Chairman of the Joint Chiefs of Staff (CJCS) Memorandums of Policy (MOPs), JS Pubs, CJCS/JS sends messages, with related background papers, directorate memos, cover page of draft actions, flimsies, etc; various supporting and/or independent documents from JS directorates or agencies, Department of Defense (DOD) and other government agencies, CINC, subordinate commanders, etc. (i.e., war plans, war games, manpower documents).

Which are: maintained by the Research and Archiving Branch, (R&A), Information Management Division (IMD), SJS, as the official JS record copy

*Permanent. Cut off annually at end of calendar year (CY); after 7 years, transfer by CY block to the JS Records Holding Area (RHA) located at Ft Ritchie, MD. 25 years after cutoff, transfer entire CY block to National Archives and Records Administration (NARA) after declassification review. Authority: NI-218-86-1 item 1*

##### 0001-02 and 0001-03 Reserved

##### 0001-04 Which are: held by any activity and retained as extra or reference copies (nonrecord)

*Cut off annually at end of CY, hold 2 years, then destroy/delete unless needed for reference and destroy/delete when no longer needed. Authority: NC-218-86-1, item 2*

##### 0001-05 Which are: held by R&A Br in Sensitive Compartmented Information (SCI) channels for the SJS as the official JS record copy

*Permanent. Cutoff annually, hold for 30 years, Transfer entire CY block to National Archives and Records Administration (NARA) after declassification review. . Authority: NC1-218-84-1 item 5*

##### 0001-06 Official JS case file

Which are: held by ROD/J-3, Special Operations Division (SOD)/J-3, Joint Operations Division (JOD)/J-3, or any other JS activity in SCI channels and special control programs

*After 5 years, determine if the official JS record copy is held by R&A Br in SCI channels and special control programs. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0001-05. Authority: NC1-218-84-1 item 6 and 7*

##### 0001-07 and 08 Reserved

##### 0001-09 Electronic Filing System (EFS)

Automated centralized TOP SECRET library containing information on and images of JS actions used for research purposes. This database is used for searching for information and viewing the document on the same terminal. EFS provides action officers and technical information specialists an automated capability to identify, retrieve, and print abstracts of documents and entire documents at a terminal through the use of key words and unique identifiers

Which are: data maintained by R&A Br and JSIRMO

*Delete when item is no longer needed for reference. Authority:*

0001-10 Which are: EFS output documents maintained by R&A Br  
*Destroy/delete when research action is completed. Authority:*

0002 Reserved

0003 Reserved

0004 SECRETARIAT, JS INFORMATION MEMORANDUMS

0004-01 SJS numbered memorandums (SJS 99-99999) relaying information of an administrative nature and are considered as temporary, non-record material

Which are: maintained by R&A Br.

*Cut off annually at end of CY; after 7 years, transfer by CY block to the JS RHA. 20 years after cutoff destroy/delete by CY block. Authority: NCI-218-84-1 item 14*

0004-02 Reserved

0004-03 Which are: held at all other activities within the JS and retained as extra or reference copies (non-record)  
*After 2 years, destroy/delete unless needed for continuing guidance or reference, then destroy/delete when no longer needed.*

0005 SERVICE MEMORANDUMS/PLANNER'S MEMO FLIMSIES

(Also referred to as "Service Purples" Pre-1989)

0005-01 Memorandums or flimsies circulated or tabled as proposed amendments to a document under JS consideration, CSAFM, CSAM CMCM, CNOF, CNOM

Which are: maintained by R&A Br as the official JS record copy and are filed in a official JS case file or agenda pack

*Permanent. Cut off annually at end of calendar year (CY); after 5 years, transfer by CY block to the JS Records Holding Area (RHA) located at Ft Ritchie, MD. 25 years after cutoff, transfer entire CY block to National Archives and Records Administration (NARA) after declassification review. Authority: NCI-218-84-1 item 17*

0005-02 Which are: received and maintained by the JS action officer

*Review annually, purging extraneous papers and duplicate copies. Those background materials pertaining to official actions will be incorporated into the official JS/combatant command case file. Other materials may be destroyed/deleted when no longer needed for continuing guidance or reference. Exception: NATO documents no longer needed for reference will be disposed of in accordance with appropriate 0801 category number and USSAN 1-69. Authority*

*Authority: NCI-218-84-1 item 18*

0005-03 Which are: held by any activity as extra reference copies (non-record)

*Determine that R&A has received a copy of the document for permanent retention. Destroy/delete all other copies upon completion of required action(s). Authority: NCI-218-84-1, item 19*

0006 CHAIRMAN OF THE JOINT CHIEFS OF STAFF MEMORANDUMS (CMs)

0006-01 Memorandums issued by the Chairman of the Joint Chiefs of Staff in carrying out his responsibilities  
The Vice Chairman of the JCS may also sign.

Which are: maintained by the R&A Br as part of the official JS case files

*Permanent. Cut off at expiration of CJCS's tour of duty, hold 2 years, then transfer entire block through R&A Br to the JS RHA. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority: NCI 218-84-1 item 20*

0006-02 Which are: received and maintained by R&A and pertain to a JS paper  
*Permanent. Cut off annually at end of calendar year (CY); after 5 years, transfer by CY block to the JS Records Holding Area (RHA) located at Ft Ritchie, MD. 25 years after cutoff, transfer entire CY block to National Archives and Records Administration (NARA) after declassification review. Authority: NC1-218-84-1 item 21*

0006-03 Which are: held by any activity as extra or reference copies (nonrecord)  
*Cut off annually, hold 2 years then destroy/delete unless needed for continuing guidance or reference, then destroy/delete when no longer needed for reference.*

0006-04 Which are: held by R&A Br in SCI channels for the Secretary, Joint Staff, as the official JS record copy  
*Retain JS record copy for 30 years, in accordance with Joint policy in the Community directives for SCI documents. At the end of 30 years, review or removal from SCI channels in accordance with Intelligence Community directives. When removable from SCI channels, transfer into the official JS case file for disposition in accordance with 0006-02. Authority: NC1-218-84-1 item 23 Intelligence*

0006-05 Which are: held by ROD/J-3, SOD/J-3, JOD/J-3 or any other JS activity in SCI channels  
*After 5 years, determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0006-04. Authority: NC1-218-84-1 item 24*

0006-06 Which are: held by ROD/J-3, SOD/J-3 JOD/J-3, or any other JS activity in special control channels other than SCI; e.g., limited distribution papers, special access programs  
Note: NWSB/J-3 retain the official record copy of CMs relating to Single Integrated Operational Plan (SIOP) policy (Archives for SIOP)  
*After 5 years, transfer to R&A Br for disposition in accordance with 0006-02. Authority: NC1-218-84-1 item 25*

#### 0007 CHAIRMAN OF THE JOINT CHIEFS OF STAFF RECORDS

0007-01 Miscellaneous correspondence, messages, speeches, and other records (protocol, public affairs, legal counsel, legislative affairs, etc) issued or received by the Chairman of the Joint Chiefs of Staff in carrying out his responsibilities

Which are: maintained by the CJCS staff as the official files of the Chairman and are considered the official JS record copies.

*Permanent. Cut off at expiration of CJCS's tour, hold 2 years, then transfer entire block through R&A to the JS RHA. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority: NC1-218-84-1 item 26*

0007-02 Miscellaneous 136s, Chairman's Daybook, Morning Meetings Taskings

Which are: maintained Administrative Support Br, Actions Division (AD), SJS

*Cut off monthly, hold 1 month, then transfer to R&A Br for incorporation into the official Chairman's case files. Disposition is in accordance with 0007-01. Authority:*

0007-03 Which are: held by any activity as extra or reference copies (non-record)

*Destroy/delete when no longer needed for reference.*

#### 0008 VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF (VCJCS) RECORDS

0008-01 Miscellaneous correspondence, messages, speeches, and other records (protocol, public affairs, legal counsel, legislative affairs, etc) issued or received by the Vice Chairman of the Joint Chiefs of Staff in carrying out his responsibilities

Which are: maintained by the VCJCS staff as the official files of the Vice Chairman and are considered the official JS record copies.

*Permanent. Cut off at expiration of VCJCS's tour, hold 2 years, then transfer entire block through R&A to the JS RHA. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority:*

0008-02 Miscellaneous 136s, Vice Chairman's Daybook, Morning Meetings Taskings

Which are: maintained Administrative Support Br, Actions Division (AD), SJS

*Cut off monthly, hold 1 month, then transfer to R&A Br for incorporation into the official Chairman's case files.*

*Disposition is in accordance with 0008-01. Authority:*

0008-03 Which are: held by any activity as extra or reference copies (non-record)

*Destroy/delete when no longer needed for reference.*

0009 MEMORANDUMS ISSUED IN THE NAME OF THE CHAIRMAN, JS (MCM) (PRE-1989 - MCJCS/THE JOINT CHIEFS OF STAFF - MJCS)

0009-01 Memorandums used to issue instructions that are in accordance with policies, plans, and procedures approved by the Chairman of the Joint Chiefs of Staff (MCM) (Pre-1989--MCJCS or the JCS--MJCS)

Which are: maintained by R&A as the official JS record copy and are filed in an official JS case file

*After incorporation into the official JS case files, disposition is in accordance with 0001-01. Authority: NC1-218-84-1 item 33*

0009-02 Which are: held by any activity as extra or reference copies (nonrecord)

*Cut off annually, hold 1 year, unless needed for continuing guidance or reference, then destroy/delete when no longer needed.*

*Note: Background materials maintained by directorates will be provided to R&A for incorporation into the official JS case file for disposition in accordance with 0001-01.*

0009-03 Which are: held by R&A Br in SCI channels for the Secretary, JS, as the official JS record copy

*Retain JS record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence*

*Community directives. When removable from SCI channels, transfer to R&A for incorporation into the official JS case file for disposition in accordance with 0009-1. Authority: NC1-218-84-1 item 35*

0009-04 Which are: held by ROD/J-3, SOD/J-3, JOD/J-3, or any other JS activity in SCI channels

*After 5 years, determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0009-03. Authority: NC1-218-84-1 item 36*

0009-05 Which are: held by ROD/J-3, SOD J-3, JOD/J-3, Strategic Command (STRATCOM), or other JS activity in special control channels other than SCI; e.g., limited distribution papers

*After 5 years, transfer to any R&A for incorporation into official JS case files for disposition in accordance with 0009-01. Authority: NC1-218-84-1 item 37*

0010 DIRECTOR, JOINT STAFF, MEMORANDUMS (DJSMs)

0010-01 Memorandums from the office of the Director, JS, to the Chairman of the Joint Chiefs of Staff; the Chiefs of the Services; Operations Deputies; subordinate agencies of the JCS; offices of the Secretary of Defense; JS Form 136 Actions and other Government agencies

Which are: maintained by the R&A Br, IMD, SJS

*Permanent. Cut off annually at end of CY, hold 7 years, then transfer to the JS RHA. 25 years after cutoff, transfer to NARA after declassification review. (Pre-1990 microfilm sets will be destroyed/deleted when no longer needed for reference.) Authority: NC1-218-84-1 item 38*

0010-02 Which are: received and maintained by R&A Br and pertain to a JS Report

*Incorporate into the official JS case file for disposition in accordance with 0001-01. Authority: NC1-218-84-1 item 39*

0010-03 Which are: held at all other activities within the JS and retained as extra or reference copies (nonrecord)  
*After 2 years, destroy/delete unless needed for continuing guidance or reference, then destroy/delete when no longer needed.*

0010-04 Which are: held by R&A Br in SCI channels for the Secretary, JS, as the official JS record copy  
*Retain JCS record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence Community directives. When removable from SCI channels transfer to R&A for incorporation into the official JCS case file for disposition in accordance with 0001-01. Authority: NC1-218-84-1 item 41*

0010-05 Which are: held by ROD/J-3, SOD/J-3, JOD/J-3, or any other JS activity in SCI channels  
*After 5 years, determine if official JCS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0010-04. Authority: NC1-218-84-1 item 42*

0010-06 Which are: held by ROD/J-3, SOD/J-3, JOD/J-3, or any other JS activity in special control channels other than SCI; e.g., limited distribution papers  
*After 5 years, transfer to R&A Br for incorporation into official JS case files for disposition in accordance with 0010-02. Authority: NC1-218-84-1 item 43*

0010-07 Reserved

#### 0011 DIRECTOR, JOINT STAFF, RECORDS

0011-01 Miscellaneous correspondence, messages, JS Form 136 actions, and other records received by the DJS  
Which are: maintained by Administrative Support Branch, (ASB) AD, SJS, in files grouped by originator  
*Cut off monthly, hold for 6 months, then transfer in monthly blocks to R&A. Papers relating to official JS case files and DJSM master files will be incorporated therein for disposition in accordance with 00001-01/0010-01. All other documents will remain in the monthly files by originator and will be destroyed/deleted when 1-year old. Authority: N1-218-86-1 item 9*

0011-02 Miscellaneous memorandums from JS activities to DJS  
Which are: for information only and are maintained in ASB, AD, SJS  
*Forward to R&A for review and appropriated action. Hold for 3 months, then destroy/delete. Authority: NC1-218-84-1 item 45*

0011-03 and 0011-04 Reserved

#### 0012 SECRETARY, JOINT STAFF, MEMORANDUMS (SMs)

0012-01 Secretary's Memorandums, issued by the SJS  
SMs are used to forward approved directives of the JCS within the JS and to the Services and combatant commands; and assign actions or transmit instructions or information within the JS and to the Services and combatant commands  
Which are: maintained by R&A Br as the official JS record copy, pertain to a JS action and are filed in an official JS case file  
*After incorporation into the official JS case file, disposition is in accordance with 0001-01. Authority: NC1-218-84-1 item 47*

0012-02 Which are: maintained by R&A Br as the official JS record copy but do not pertain to a JS paper. These SMs are functionally filed in R&A Br  
*Cut off annually at end of CY; after 7 years, transfer by CY block to the JS RHA. 20 years after cutoff, destroy/delete by CY block. Authority: NC1-218-84-1 item 48*

0012-03 Reserved



0012-04 Which are: held by any activity as extra or reference copies (nonrecord)

*After 2 years, destroy/delete unless needed for continuing guidance or reference, then destroy/delete when no longer needed. Authority: NC1-218-84-1 item 49*

0012-05 Which are: held by R&A Br in SCI channels for the Secretary, JS, as the official JS record copy

*Retain JS record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels in accordance with Intelligence Community directive. When removable from SCI channels transfer to R&A for incorporation into the official JS case file for disposition in accordance with 0012-01. Authority: NC1-218-84-1 item 50*

0012-06 Which are: held by ROD/J-3, Joint Special Operations Agency (JSOA), JOD/J-3, or any other JS activity in SCI channels

*After 5 years, determine if official JS record copy is held by R&A Br in SCI channels. If so, destroy/delete; if not, transfer to R&A Br (SCI) for disposition in accordance with 0012-05. Authority: NC1-218-84-1 item 51*

0012-07 Which are: held by ROD/J-3, JSOA, JOD/J-3, or any other JS activity in special control channels other than SCI; e.g., limited distribution papers

*After 5 years, transfer to R&A Br for disposition in accordance with 0012-01. Authority: NC1-218-84-1 item 52*

0012-08 Reserved

#### 0013 CJCS INSTRUCTIONS (CJCSIs), CJCS MANUALS (CJCSMs) AND NOTICES/CJCS MOPs

0013-01 Instructions, manuals, and notices containing statements of policy and procedural information approved by the Chairman of the JCS and issued for the guidance of the JS, combatant commands, and Services

Which are: maintained by R&A Br as the official JS record copy

*After incorporation into the official JS case file, disposition is in accordance with 0001-01. Authority: NC1-218-84-1 item 53*

0013-02 Which are: the duplicate set of records retained for relocation and reconstitution purposes at the Relocation and Reconstitution (R&R) Section, Ft Ritchie, MD.

*Retain until superseded or cancelled, hold for 5 years, then destroy/delete. Authority: N1-218-86-1 item 11*

0013-03 Reserved

0013-04 Which are: maintained by any activity in a reference library (non-record)

*Retain until superseded or cancelled, then destroy/delete-.*

0013-05 Reserved

#### 0014 JOINT PUBLICATIONS (JT PUBS)/JOINT ADMINISTRATIVE PUBLICATIONS (JT ADMIN PUB)

0014-01 JT PUBS - Publications of joint interest prepared under the cognizance of JS directorates and applicable to the Military Departments, combatant and specified commands, and other authorized agencies.

JT ADMIN PUBS - Publication of joint interest deal with administrative matters prepared under the cognizance of JS directorates and applicable to the Military Department, combatant commands, and other authorized agencies

Which are: maintained by R&A as the official JS record copy. The JS Pub and JS paper from which derived are filed in official JS case files

*After incorporation into the official JS case file, disposition is in accordance with 0001-01. Authority: NC1-218-84-1 item 58*

0014-02 and 0014-03 Reserved

0014-04 Which are: maintained by any activity in a reference library (non-record)

*Retain until superseded or cancelled, then destroy/delete*

0014-05 Reserved

0014-06 JT PUBS administrative files

Printing job order requests; letters to the Military Services pertaining to distribution formats; JS Forms 48, D Sheets; and miscellaneous administrative papers that are superfluous to the JS case files

Which are: maintained by J-7 as current working files

*Cut off when superseded or cancelled, hold 1 year, then destroy/delete. Authority: NC1-218-84-1 item 63*

0015 JOINT STAFF INSTRUCTIONS (JSIs)/MANUALS (JSMs)/NOTICES (JSN) AND JOINT ADMINISTRATIVE INSTRUCTIONS (JAIs)

0015-01 JSIs, JSMs, and JAIs contain policy and procedural guidance of indefinite duration applicable only to the JS

JS notices contain policy, guidance, or information of a one-time or brief nature applicable only to the JS

Which are: maintained by the R&A Br, IMD, SJS, and initiated by JS Directorates or agencies who are responsible for review, consolidation, and currency. SJS/IMD is responsible for overall management and administration of the program

*Permanent. Cut off when superseded or cancelled, hold 1 year, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 64*

0015-02 Manuscripts, annual reviews, coordination papers, and administrative background papers used in issuing JSIs/JAIs/JSMs and notices

Which are: maintained by the office of primary responsibility (OPR) as backup material for published JSIs/JAIs, and notices

*Cut off when superseded or cancelled, hold 1 year, then destroy/delete. Authority: NC1-281-84-1 item 65*

0015-03 Which are: reference sets of JSIs/JAIs/JSMs and notices maintained throughout the JS for guidance (non-record)

*Retain until superseded or canceled, then destroy/delete*

0016 FOR THE CJCS MESSAGES (FORMERLY "CJCS SEND"/"JS SEND" MESSAGE)

0016-01 Outgoing electronic messages implementing decisions issues in the name of the Chairman of the JCS or JS and/or are released under the authority delegated in CJCSI 5711.01

Which are: comeback copies maintained by the message originator and filed in appropriate functional files corresponding to the particular subject

*Disposition is that of the particular functional file. Authority: NC1-218-84-1 item 67*

0016-02 Which are: distribution copies received in R&A that pertain to a JS actions and are the official JS record copy filed in official JS case files

*After incorporation into the official JS case file, disposition is in accordance with 0001-01. Authority: NC1-218-84-1 item 68*

0017 JS AGENDA FILES

0017-01 Documents used to brief the JS, the Operations Deputies, and the Deputy Operations Deputies that are important aids in the JS decision making process. Documents include agenda items, briefing sheets and slides, attendance records, photographs, and other similar or related materials

Which are: maintained by R&A Br as the official JS record copy

*Permanent. Cut off annually at end of CY; after 7 years, Transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 69*

0017-02 Reserved

0017-03 Which are: maintained by any activity as reference or information copies  
*Retain for 1 year, then destroy/delete. Earlier destruction is authorized. Authority: NC1-218-84-1 item 71*

0017-04 CJCS briefing sheets

Briefing sheets consisting of synopsis of action submitted for consideration in the TANK

Which are: maintained by R&A Br as the official JS record copy

*After incorporation into the official JS case files, disposition is in accordance with 0001-01. Authority: NI-218-86-1 item 143*

0017-05 CJCS briefing sheets

Which are: maintained by other JS activities or action officers

*Cut off annually at end of CY, hold 1 year, then determine if the official record copy is held by R&A Br. If so, destroy/delete; if not, transfer to R&A Br for disposition in accordance with 0001-01. Authority: NI-218-86-1 item 144*

#### 0018 ABSTRACTS OF JS PAPERS

0018-01 A concise summary of the contents of all JS papers and related documents (JS papers, CMs, DJSMS, SMs, MJCSs, JAIs, Pubs, MOPs, (Weapons Systems Evaluation Groups (WSEGs), National Security Council (NSC) documents, Concept Plans (CONPLANS), Operations Plans (OPLANS), messages, etc) and are used for data input into the EFS system and for research purposes for staff and or action officers

Which are: final or permanent abstracts (Joint Information Search and Retrieval Database (JISR) Form 3) indexed by JS paper (green paper) number

*Cut off annually at end of CY, verify database and, after 15 years, transfer by CY block to the JS RHA where microfilmed. Destroy/delete originals. Retain one set of microfilm at R&A until no longer needed. Database disposition in accordance with 1000 series. As exceptions: pre-1964 abstracts microfilms will, when 25 years old, be transferred to NARA as permanent records after declassification review; and 1964-1966 abstracts will be introduced to JISR system. After database verification and microfilming, destroy/delete originals. Database disposition in accordance with 1000 series. Authority: NC1-218-84-1 item 74*

0018-02 and 0018-03 Reserved

0018-04 Which are: final/permanent abstracts (JISR Form 3) indexed by source or origin

*Cut off annually at end of CY, verify database and, after 15 years, transfer by CY block to the JS RHA where microfilmed. Retain one set of microfilm at R&A Br until no longer needed Database disposition in accordance with 1000 series. As exceptions: pre-1964 abstracts microfilms will, when 20 years old, be transferred to NARA as permanent records after declassification review; and 1964-1966 abstracts will be introduced to JISR system. After database verification and microfilming, destroy originals. Database disposition in accordance with 1000 series. Authority: NC1-218-84-1 item 75*

0018-06 and 0018-07 Reserved

#### 0019 REGISTER OF NUMBERED JS PAPERS (RNJP) (1968-1995)

0019-01 A consolidated annual listing (updated monthly) of all JS implementers

Which are: published and maintained by R&A Br as the official JS record

*Permanent. Cut off annually at end of CY; after 5 years, transfer by 5-year blocks to the JS RHA e. 20 years after cutoff, transfer originals to NARA. Authority: NC1-218-84-1 item 79*

0019-02 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0019-03 Reserved

0020 WSEG/INSTITUTE FOR DEFENSE ANALYSIS (IDA) REPORTS STUDIES FOR THE JS

0020-01 WSEG/IDA reports and studies which are tasked by JS

The completed report or study is designated by a series number (e.g. WSEG Report No 555 or Study No 777)

Which are: maintained by R&A as the official JS record copy

*Permanent. Cut off annually at end of CY; after 7 years, transfer by CY block to JS RHA. 25 years after cutoff, transfer entire CY block to NARA after declassification review. Authority: NC1-218-84-1 item 81*

0020-02 Reserved

0020-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed for reference*

0020-04 Reserved

0021 JS HISTORIES

0021-01 Calendar year histories prepared by the CINCs and Joint activities on the missions, functions, operations, and activities of the command or agency

Forwarded to JS in compliance with CJCSI 5320.01.

Which are: maintained by R&A Br as the official JS record copy

*After incorporation into the official JS case files, disposition is in accordance with 0001-01. Authority: NI-218-86-1 item 13*

0021-02 Which are: maintained by other JS activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0021-03 Histories prepared by the Joint History Office, Office of the Chairman of the Joint Chiefs of Staff (OCJCS) on the history of the JCS, JS, and other special activities

Which are: maintained by R&A Br as the official JS record copy

*After incorporation into the official JS case files, disposition is in accordance with 0001-01. Authority: NI-218-86-1 item 14*

0021-04 Which are: JS history maintained by other JS activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0021-05 Histories by Office of the Secretary of Defense (OSD), the Military Services, Defense agencies, and subordinate commands

Which are: retained in JS offices for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0021-06 Historical documents in SCI channels

Which are: held by any activity as the official JS record copy

*Permanent. Retain JS record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer to R&A. Transfer to NARA after declassification review. Authority: NC1-218-84-1 item 90*

0021-07 Historical documents in special control channels other than SCI

Which are: held by any activity as the official JS record copy

*After 5 years, determine if official JS record copy is maintained by R&A. If so, destroy/delete; if not, transfer to R&A for disposition in accordance with 0021-01 or 0021-03. Authority: NC1-218-84-1 item 91*

0021-08 Historical documents that are maintained by J-8

Which are: official JS record copies

*Permanent. Cut off annually at end of CY; after 2 years, retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 92*

0021-09 All research files of printed e-mail and electronic records used to create historical monographs and studies  
Which are: maintained by the JS historical office.

Permanent: Cut off annually at end of CY, after 7 years transfer by CY block to JS RHA, transfer to NARA when 25 years old after declassification review.

0025-10 Oral historical records

Original recorded interview, first-draft transcription, final draft, correspondence with interviewees, release-to-publish forms, and other documents related to historical interviews

Which are: first draft, final draft, original recorded interview, correspondence with interviewees, and release to publish forms and maintained by JS historical offices

*Permanent. Cut off annually at end of CY, after 7 years transfer by CY block to JS RHA, Transfer NARA after declassification review.*

0025-11 Oral historical records

Which are: audio-visual records maintained by JS historical office.

*Transfer in accordance with archival standards (36 CFR 1228.184).*

0025-12 Oral historical records

Which are All other items maintained by any activity.,

*Destroy when 25 years old. Authority:*

0021-13 Miscellaneous historical research and reference materials collected and used in preparation of histories, studies, reports, and historical inquiries

Which are: maintained by any activity for reference (non-record)

*Destroy/delete when no longer needed for reference.*

Note: These are copies of materials not generated by the JS. See 0035 series for combatant command

0022 JS DIRECTORATES NUMBERED IMPLEMENTING MEMORANDUMS (J-#As - PRE- 1991 J-#Ms/J-#DMs)

0022-01 Directorate Implementing Memorandum

J-# memos are memorandums from the JS directorates to addressees below ASD level with VDJS or DJS for other action. They are signed by the J-Director or his designee.

Which are: maintained by the Military Secretary as the official record copy

*Cut off annually at end of CY; after 2 years, transfer by CY block to inactive storage facility. 10 years after cutoff, destroy/delete by CY block. Authority: NC1-218-84-1 item 94*

*Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official JS case file for disposition in accordance with 0001-01.*

0022-02 Which are: retained as action or reference copies (non-record)

*Destroy/delete when no longer needed for reference.*

0022-03 Which are: held by any J-directorate office in SCI or special control channels as the official JS record copy

*Destroy/delete when 10-years old. Authority: NC1-218-84-1 item 96*

*Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official case file for disposition in accordance with 0001-01.*

0023 JS DIRECTORATE SECRETARY MEMORANDUM (J-#SMs) (PRE - 1989)/TRANSMITTAL MEMORANDUM (POST-1989)

0023-01 Memorandums issued by directorates and signed by the Military Secretaries

They are used to coordinate and process actions under CJCSI 5711-01 within the JS, to Defense agencies and the Services. They are numbered using the same number as the related JS Form 136.

Which are: maintained by the Military Secretary as the official record copy

*Cut off annually at end of CY; after 2 years, transfer by CY block to inactive storage facility. When 10 years old, destroy/delete by CY block. Authority: NC1-218-84-1 item 99*

*Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official case file for disposition in accordance with 0001-01.*

0023-02 Which are: retained as action or reference copies (non-record)

*Destroy/delete when no longer needed for reference.*

0024 JS DIRECTORATE INSTRUCTIONS, MANUALS, AND NOTICES (J-#Is/J-#Ms/J-#Ns)

0024-01 Publications for use solely within a directorate, consisting of edited manuscript, copy of printed publication and changes; request for issuance of forms; documents showing coordination, comments, and actions affecting the publication; printed copy of each form prescribed by the publication, including copy of request for approval and development of forms; original of the latest form showing annual or special reviews; and any other documentation pertaining to issuance of the J-# Instruction, Manual, or Notice

Which are: maintained by the Military Secretary as the official JS record copy

*Destroy/delete 2 years after superseded or rescinded. Authority: NC1-218-84-1 item 101*

0024-02 Which are: held by offices within the directorate for guidance and reference

*Destroy/delete when superseded or rescinded. Authority: NC1-218-84-1 item 102*

0025 JS NUMBERED JOINT ACTION DIRECTIVES

0025-01 Action or standing directives

Consisting of serially numbered documents published in accordance JSI 5711.01 and used for assigning action within agencies and requesting coordination and/or collaboration externally

Directives are printed on blue paper (blue bullet)—Service coordination--and yellow paper (yellow bullet)--JS agency coordination and/or collaboration only. The serial numbers are determined by the method which the action was initiated; (By a JS action--J-5 2054/100/D; by other than a JS action--J-1 1234-83/D.)

Which are: maintained by any JS activity

*Cut off when action is completed superseded, obsolete, cancelled or when purpose has been served. Hold 1 year, then destroy/delete. Earlier destruction is authorized. Authority: NI-218-86-1 item 18*

0025-02 Green directives

A general term for the green-colored papers issued by the SJS for distribution within the JS to appropriate echelons of the Services, CINCs, and specified Defense agencies. These papers refer incoming communications to JS directorates and Defense agencies for information, study, guidance, and/or appropriate action.

Which are: maintained by R&A Br as the official JS record copy

*Incorporate into the official JS case file for disposition in accordance with 0001-01. Authority:*

0025-03 Which are: maintained by any JS activity for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0026 JS DIVISION AND BELOW NUMBERED MEMORANDUMS (DIV-#M/DMs)

0026-01 Memorandums issued by divisions to coordinate and process actions in response to internal taskings

They are serially numbered beginning with one during each CY. Example: LRDM-1-84

Which are: maintained in the master record file as the official record copy (MILSEC or DIV).  
*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NI-218-86-1 item 19*

*Note: Background materials directly related to a JS paper will be provided to R&A Br for incorporation into the official JS case file for disposition in accordance with 0001-01.*

0026-02 Which are: maintained by any JS activity as reference (non-record)  
*Destroy/delete when no longer needed for reference.*

0027 NATIONAL SECURITY COUNCIL (NSC)

0027-01 NSC documents and related materials concerning NSC matters  
Which are: maintained by NSC Affairs Office as the official record copy  
*Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to JS RHA. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 339*

0027-02 Which are: maintained by other JS/combatant command activities  
*Cut off at the end of the current Administration, hold 4 years, then destroy/delete. Authority: NCI-218-84-1 item 340*

0027-03 NSC memorandums directing studies and/or relaying NSC decisions for implementation that are circulated by an SM

Which are: maintained by NSC Affairs Office as the official record copy  
*Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to the JS/combatant command RHA. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 341*

0027-04 Which are: maintained by other JS/combatant command activities  
*Cut off at the end of the current Administration, hold 4 years, then destroy/delete. Authority: NCI-218-84-1 item 342*

0027-05 Various documents including meeting agenda and minutes, point papers, briefing sheets and books, reports, and other background information used in interdepartmental meetings to formulate JS/combatant command decisions and policies on NSC related matters

Which are: maintained by NSC Affairs Office as the official record copy  
*Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to the JS RHA. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1 item 343*

0027-06 NSC Background/Issue Books prepared for use by the CJCS  
Which are: maintained by NSC Affairs Office as the official JS record copy  
*Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to the JS RHA. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NCI-218-84-1, item 344*

0027-07 NSC documents which are processed and maintained by combatant command  
Which are: maintained by combatant command as record copy  
*Permanent. Cut off at the end of the current Administration, hold 4 years, then transfer entire set to inactive storage facility. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority:*

0028 JOINT REQUIREMENTS OVERSIGHT COUNCIL (JROC) RECORDS

0028-01 Policy, procedures, and guidance relating to the jurisdiction, functions, responsibilities, and organization structure of the JROC

Which are: maintained by the JS/combatant command as the official record copy  
*Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:*

0028-02 Routine administrative support documents relating to the JROC

Which are: maintained by the JS/combatant command as the official record copy

*Destroy/delete when 6 years old, or when no longer needed for reference, whichever is later. Authority:*

0028-03 Which are: reference copies of all above items held by any activity (non-record)

*Destroy/delete when obsolete, superseded, or when no longer needed for reference.*

0029 JOINT WARFIGHTING CAPABILITIES ASSESSMENT (JWCA) AND REQUIREMENTS GENERATION SYSTEM (RGS) PROCESS RECORDS

0029-01 Policies, procedures, and guidance relating to the JWCA and RGS process, their organizational structure, and relationship to the JROC

Which are: maintained by the JS/combatant command as the official record copy

*Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:*

0029-02 Chairman's program recommendation (CPR) memorandum and chairman's program assessment (CPA)

Which are: maintained by the JS/combatant command as the official record copy

*Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA after declassification review. Authority:*

0029-03 Official JROC decisional correspondence (Joint Requirements Oversight Council Memorandums (JROCM))

Which are: maintained by the JS/combatant command as the official record copy

*Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:*

0029-04 Official JROC pre-decisional internal staffing and tasking correspondence (Joint Requirements Oversight Council Staff Memorandums (JROCSM))

Which are: maintained by the JS/combatant command as the official record copy

*Destroy/delete when 6 years old or when no longer needed for reference whichever is later*

0029-05 Files relating to individual JWCAs and specific requirements generated to include mission need statement (MNS), capstone requirements document (CRD), operational requirements document (ORD), and briefings and other materials supporting those documents

Which are: maintained by the JS/combatant command as the official record copy

*Permanent. Cut off upon final approval, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority*

0029-06 Documentation reflecting JS/J-6 certification of MNSs, CRDs, and ORDs for conformance with Joint C4/C4I policy and doctrine, architectural integrity, and interoperability standards for all DoD C4I acquisitions

Which are: maintained by the JS/combatant command as the official record copy

*Permanent. Cut off upon final approval, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:*

0029-07 Documentation reflecting JS/J-4 certification of MNSs, CRDs, and ORDs for aviation munitions for cross-Service interoperability and for all munitions for conformance with insensitive munitions design requirements

Which are: maintained by the JS/combatant command as the official record copy

*Permanent. Cut off upon final approval, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:*

0030 JOINT EXPERIMENTATION RECORDS

0030.01 Policies, procedures, and guidance relating to the Joint Experimentation Program

*Permanent. Cut off annually at end of CY, hold 6 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer to NARA after declassification review. Authority:*



0030.02 Files relating to oversight and assessment of joint experimentation that explore and access Joint Vision concepts and desired operational capabilities in a future joint environment.

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0030.03 Files relating to operational activities and events regarding the development and execution of the Joint Experimentation Campaign Plan.

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0030.04 Routine and administrative activities and events relating to the Joint Experimentation Program.

*Destroy/delete when 6 years old or when no longer needed for reference whichever is later*

0030.05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0031 CINC/DCINC/COS CORRESPONDENCE

0031-01 Memorandums issued/signed by the Commander/Deputy CommanderInChief/Chief of Staff of the Combatant command, Command Policy Memorandums serially numbered, and Command Numbered Memorandums, correspondence, messages, briefings, reports, and all related background material.

Which are: held by the designated office of record as the official record copy

*Permanent. Cut off annually, hold until end of CINC/DCINC/COS tour of duty, then retire to inactive records storage area after 2 years, transfer to NARA 25 years after cutoff, after declassification review. Authority:*

0031-02 Which are: held by any office for reference (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed.*

0031-03 Which are: held by action officer for reference

*Place in appropriate 916-01 file. Authority:*

#### 0032 COMBATANT COMMAND ELECTRONIC DECISION-MAKING AND SUSPENSE SYSTEMS

0032-01 Combatant command electronic system that tracks and controls actions until completed

Which are: retained by the CINC/SJS or Bridge Administrative Section

*Cut off upon completion of action, hold until end of CY, destroy/delete one year after cutoff or no longer needed for reference. Authority:*

*Note: Automated tracking that could be used as a finding aid for permanent records need to be submitted on a SF 115 for NARA's final disposition approval.*

0032-02 Combatant command electronic staffing

Electronic system used for suspending, tracking, coordinating, and/or approving actions

Which are: maintained by the tracking and/or tasking office.

*Cut off upon completion of action, hold until end of CY, destroy/delete one year after cutoff or no longer needed for reference. Authority:*

*Special Note: Decision-making electronic systems need to be submitted on a SF 115*

0032-03 Which are: held by any activity for reference (non-record)

*Destroy/delete upon completion of action and is no longer needed for reference. Authority:*

#### 0033 CINC INSTRUCTIONS

0033-01 Instructions containing policies, procedures, and guidance for CINC activity  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off when superseded or cancelled, hold for 2 years, retire to inactive storage, 25 years after cutoff transfer to NARA after declassification review. Authority:*

0033-02 Which are: held by any activity for reference (non-record)  
*Destroy/delete when superseded, cancelled, or no longer needed for reference.*

0034 COMBATANT COMMAND ELECTRONIC REFERENCE LIBRARY SYSTEMS

0034-01 Electronic reference library systems  
Automated centralized library containing information on and images of combatant command actions used for research purposes. This database is used for searching for information and viewing the document on the same terminal. Provides users an automated capability to identify, retrieve, and print abstracts of documents and entire documents at a terminal through the use of key words and unique identifiers.  
Which are: data maintained by the combatant command and their support sections  
*Delete when item is no longer needed for reference. Authority:*

0034-02 Which are: output documents maintained by the combatant command and their support sections  
*Destroy/delete when research action is completed. Authority:*

Note: Activities wishing to use the system for record copies must submit SF 115 through JS

0035 COMBATANT COMMAND HISTORICAL RECORDS

0035-01 Recurring command histories prepared by the combatant command on the missions, functions, operations, and activities of the command or agency, prepared in compliance with CJCSI 5320.01.  
Which are: maintained as the official combatant command record copy  
*Destroy/delete when no longer needed for reference. Authority:*

0035-02 Which are: maintained by other combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

0035-03 Which are: sent to JS in response to CJCSI 5320.01.  
*Permanent. Cut off and transfer to NARA when 25 years old, after declassification review. Authority*

0035-04 Special historical studies prepared by the combatant command  
Which are: maintained as the official record copy  
*Permanent. Cut off and transfer to NARA when 25 years old, after declassification review. Authority*

0035-05 Which are: JS history maintained by other JS activities for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

0035-06 Miscellaneous historical research and reference materials collected and used in preparation of histories, studies, reports, and historical inquiries  
Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

Note: These should not be record copies

0035-07 Historical documents in SCI and other special control channels  
Which are: held by any activity as the official record copy  
*Permanent. Retain record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents and special control documents. At the end of 30 years, review for removal from SCI and other*

*special control channels. When removable from SCI and special control channels, retire to inactive storage facility. Transfer to NARA after declassification review. Authority:*

0035-08 Donated personal papers and other materials

Correspondence, logs, photographs, and other documents donated to the Joint History Office or combatant command history offices

Which are: maintained by historical offices

*Dispose of in accordance with deed of gift. Authority:*

0035-09 Historical property accounts

Funding, contracting, audit, accessioning, display, and other documents on books, journal, art, artifacts, models, and other items under the purview of historians

Which are: maintained by historical offices

*Apply appropriate General Records Schedule (GRS)*

0035-10 Oral historical records

Original recorded interview, first-draft transcription, final draft, correspondence with interviewees, release-to-publish forms, and other documents related to historical interviews

Which are: first draft, final draft, original recorded interview, correspondence with interviewees, and release to publish forms and maintained by CINC historical offices

*Permanent. Cut off annually at end of CY, after 7 years transfer by CY block to inactive storage facility, Transfer NARA after declassification review.*

0035-11 Oral historical records

Which are: audio-visual records maintained by JS historical office.

*Transfer in accordance with archival standards (36 CFR 1228.184).*

0035-12 Oral historical records

Which are All other items maintained by any activity.,

*Destroy when 25 years old. Authority:*

0035-13 Command emblem and heraldry

Drawing and documents describing and chronicling the creation and evolution of the command emblem, flag, patches, and other heraldic items

Which are: maintained by office of primary responsibility

*Permanent. Cut off annually, hold 20 years. Transfer to NARA. Authority:*

0035-14 Which are held by other offices for reference (nonrecord)

*Destroy/delete when no longer needed.*

0036 CORPORATE JS AND HQ CINC ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0036-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:*

0036-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed. Authority:*

0037 CORPORATE JS AND COMBATANT COMMAND RECORDS ELECTRONIC FEEDER SYSTEMS

0037-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority:*

0037-02 Which are: joint system is unscheduled

*Submit SF 115 to NARA for feeder and/or joint systems*

0100 SERIES--ORGANIZATION AND MANPOWER

0101 ORGANIZATION PLANNING

0101-01 Documents relating to the establishment of and changes in organization functions and relationships of directorate and/or agencies. Included are documents relating to overall functions and missions, copies of organization and functions plans, manuals, and charts; copies of published directives implementing establishment or changes; and coordination papers with the agency head (e.g. CJCS , DJS, CINC, DCINC) and the personnel office indicating their approval for organization changes.

Which are: maintained as the official record copy

*Permanent. Cut off annually, except that plans, charts, and manuals thereof will not be cut off until superseded or rescinded. At that time, retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 103*

*For microforms, transfer one silver halide microform set and one diazo or vesicular copy*

0101-02 Requests from directorates or agencies of the JS or combatant command for organizational changes.

Background papers, coordination, proposed inputs, drafts, charts, and related papers.

Which are: received by the personnel office, for staffing and approval for publication in agency organizational document

*Destroy/delete 2 years after publication in agency organizational document. Authority: NC1-218-84-1, item 104*

0101-03 Which are: maintained by any activity for reference (non-record)

*Destroy/delete when superseded or obsolete.*

0101-04 Consisting of: original documents in which all data has been converted to microform

Which are: maintained by any JS/combatant command activity.

*Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.*

0101-05 Which are: other microform copies held by any activity as reference (non-record)

*Destroy when no longer needed for current operations.*

0102 ORGANIZATION CHARTER

0102-01 Documents that authorize and define the scope of authority, primary functions, and organization relationship of directorates or agencies of the JS and combatant command

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or rescinded, hold for 1 year, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks NARA after declassification review. Authority: NC1-218-84-1, item 106*

0102-02 Which are: maintained by any activity as reference (non-record)

*Destroy/delete when superseded or obsolete.*

0103 ORGANIZATION STRUCTURE

0103-01 Documents, charts, publications and background materials pertaining to the OCJCS, JS, or the combatant command organizational structure

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or rescinded, hold for 1 year, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 108*

0103-02 Which are: maintained by any activity as reference (non-record)

*Destroy/delete when superseded or obsolete.*

0103-03 Civilian position structure

Consisting of: information reflecting the civilian position structure of each organizational segment. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

Which are: maintained by any JS/combatant command activity as the official records copy.

*Cutoff when superseded or obsolete, hold 2 years then destroy/delete when no longer needed for reference.*

*Authority:*

0104 MANPOWER MANAGEMENT

0104-01 Decision Package Sets received from OSD or other activity establishing manpower authorizations for the JS and the combatant command

Consisting of: documents received from OASD (MRA&L) and/or other activities providing approval of individual requests for increasing or decreasing manpower authorizations within the JS and combatant commands directorates and agencies

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 1 year, then retire to inactive storage facility. 10 years after cutoff, destroy.*

*Authority: NC1-218-84-1, item 110*

0104-02 Chronological file (audit trail) of documents which approve the addition, redistribution, and/or deletion of manpower authorizations for the JS, combatant command

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 1 year, then retire to inactive storage facility. 2 years after cutoff, destroy.*

*Authority: NI-218-89-1, item 001*

0104-03 Documents/forms requesting changes in directorate or agency manning positions

Includes requests for billet adjustment, memorandums, working papers, justifications, and related documents used to document changes to billets. Used to effect change in Unit Manning Document Positions.

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at end of CY in which changes were requested. Documents remaining in a suspense file will be held until action is completed, then filed and cutoff at end of CY. Hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 112*

0104-04 Which are: maintained by any other activity (non-record)

*Cut off annually at end of CY, hold 1 year, then destroy.*

0104-05 Manpower authorization

Consisting of: computer data for unit and position manpower authorizations for all fiscal periods in the current manpower program

Which are: as of the last day of each calendar month

*Destroy/delete after 1 year. Authority:*

0104-06 Which are: as of the last day of each fiscal quarter

*Destroy/delete after 5 years. Authority:*

0104-07 Which are: as of the last day of each fiscal year (FY)

*Permanent. Cutoff at end of FY, hold 1 year then transfer to NARA at end of FY. Authority:*

0104-08 Civilian position statements

Consisting of: statements prepared for all civilian positions and individually for vacated positions before they may be filled

Which are: maintained by the personnel office as the official record copy

*Destroy/delete after 3 years. Authority:*

0104-09 Which are: maintained by any other activity for reference (non-record)  
*Destroy/delete after 1 year.*

0105 UNIT MANNING DOCUMENTS (UMDs)

0105-01 UMD. Manpower document and monthly strength report forwarded to OSD and other activities.  
Which are: maintained by personnel office as the official record copy  
*Cut off every 3 months, hold 3 months, then destroy/delete. Authority: N1-218-89-1 item 002*

0105-02 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete when superseded by new UMD.*

0105-03 Which are: microfilm copies of UMD and strength report maintained by any activity for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

0105-04 Input documents that affect changes to the UMDs  
These documents include duty assignment memorandums, duplicate request forms, SF 52s, cut sheets, memorandums, and other correspondence  
Which are: maintained by any JS/combatant command as the official records copy.  
*Cut off annually at end of CY, hold 1 year, then destroy/delete. Authority: N1-218-89-1 item 003*

0105-05 Manpower reports  
Consisting of: information and feeder reports used to report workforce actual strength utilization data and expense data. Included are work reports, consolidations, extracts or tabulations thereof, and similar reports.  
Which are: year-end reports  
*Destroy/delete after 10 years. Authority:*

0105-06 Which are: other reports held by any activity (e.g., personnel statistical reporting)  
*Destroy/delete after 2 years.*

0106 MANPOWER AND PRODUCTIVITY ENHANCEMENT STUDIES

0106-01 Documents created in connection with manpower surveys and studies covering personnel authorizations, manning levels, manpower analysis and requirements, workload and performance measures, staffing standards with related documentation  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete when superseded by a like survey or study, or when no longer needed for reference whichever is later. Authority: NC1-218-89-1 item 004*

0106-02 Which are: maintained by any other activity for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

0106-03 Manpower requirements criteria development files for combat support.  
Consisting of: information reflecting the development of workforce requirements for combat support and combat service support positions under tables of organization and equipment. Included are study schedules, program reports, data collection, final workforce requirements criteria studies, associated correspondence and printouts, and similar information.  
Which are: maintained as the official record copy  
*Permanent. Cut off at end of CY, hold for 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority:*

0106-04 Which are: held by any other office for reference (non-record)  
*Destroy/delete when standards are finalized.*

0107 JOINT MANPOWER PROGRAM (JMP)

0107-01 Documentation reflecting an activity's mission, function, organization, current and projected manpower needs and, when applicable, its required mobilization augmentation

A recommended joint manpower program also identifies and justifies any changes proposed by the commander or director of a joint activity for the next 5 FYs.

Which are: maintained by R&A Br as the official JS record copy

*Incorporate into the official JCS case file for disposition in accordance with 001-01. Authority: N1-218-86-1 item 023*

0107-02 Which are: maintained for staffing and approval

*Cut off upon completion of JMP action, hold 5 years, then destroy/delete if no longer needed for reference.*

*Authority: N1-218-86-1 item 024*

0107-03 Which are: maintained by other activities for reference (non-record)

*Destroy/delete when superseded or no longer needed for reference.*

0108 MANPOWER PERSONNEL INFORMATION SYSTEM (MAPIS)

MAPIS provides centralized source of program, planning, and budgeting information on which to make decisions concerning effective utilization of military and civilian manpower personnel; personnel security; financial management; and supply accounting procedures. MAPIS is designed to support the J-1/JSSSO in the management of JS manpower, personnel, security, financial, and material resources. It provides basis for development of JS annual budget and the establishment of requirements for personnel from the military services

0108-01 MAPIS Master File

This file contains personnel assets of the JS and records of assigned within the JS

Which are: managed by J-1 and maintained by DISA

*Delete or erase when no longer needed for JS Operation. Authority: N1-218-89-2 item 048*

0108-02 Manpower Date File (MDF)

This file contains current and previous manpower authorizations, FY authorizations, requirements, and transactions (including North Atlantic Treaty Organization (NATO))

Which are: managed by J-1 and maintained by DISA.

*Delete or erase when no longer needed for JS Operation. Authority: N1-218-89-2 item 050*

0109 COMMITTEE AND BOARD RECORDS

0109-01 Records relating to the establishment, organization, membership, and policy of committees/boards that are permanent in nature, including charters, terms of reference, agreements, and directives pertaining to their operation. Consisting of case files of each approved committee, including but not limited to directive or charter establishing the committee; resume of major points of interest concerning committee hearings and its general operations; terminating directive and final committee report and findings; including minutes or recordings of meetings and other papers relating to the establishment, revision or termination of individual studies or projects

Which are: maintained by the committee/board secretaries/recorder as the official record copy

*Permanent. Cut off annually at end of CY, hold 3 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1 item 513*

Note: For JROC charter records see 0607

0109-02 Same as above that pertain to committees/boards that are temporary in nature (not mandated by public law or executive order)

Which are: maintained by the committee/board secretariat as the official record copy

*Cut off at termination of the committee/board, hold 2 years, then destroy. Authority: NCI-218-84-1 item 514*



0109-03 Which are: members' records, not made a part of another records series or not covered elsewhere (non-record)

*Destroy/delete when no longer needed.*

0109-04 Administrative support records

Consisting of: records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations

Which are: chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables (non-record)

*Destroy/delete when no longer needed.*

0109-05 Committee management officers' control files

Consisting of: monitoring and control case files which consist of records relating to the approval, establishment, review, and termination of individual boards/committees

Which are: held as official records

*Destroy/delete 2 years after termination of the committee. Authority: GRS 16 item 8A*

0109-06 International Joint Board files

Information on the activities of the US sections of international boards, established by the International Joint Commission at the request of the Government of the United States and Canada or Mexico to conduct special studies and investigations concerning boundary waters. Included are minutes of board meetings, public notices, transcripts of public hearings and proceedings, board progress reports to the International Joint Commission, instructions and policy statements, reports of inspection trips, supplemental reports, final reports of boards and the International Joint Commission, and related information.

Which are: maintained as the official record copy

*Permanent. Retire on discontinuance of the board. Transfer to NARA 25 years after termination of board after declassification review. Authority:*

0109-07 Which are: at office of board chairperson or secretariat, whichever is office of record, and office of members in which a foreign government is secretariat

*Permanent. Cut off annually at end of CY, hold 5 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA after declassification review. Authority:*

0109-08 Records pertaining to office participation in conferences, meetings, and similar activities, including agendas, meeting notes and like materials

Which are: maintained by conference participants as the official record copy

*Cut off at termination of the conference and incorporate into applicable functional files for disposition in accordance with the instructions for that particular file. Authority: NC1-218-84-1 item 517*

#### 0110 ORGANIZATION AND MANPOWER GENERAL CORRESPONDENCE FILE

0110-01 General organization and functions correspondence files

Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to organization and functions which cannot logically be filed with the detailed record series listed below.

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete after 2 years. Authority:*

0110-02 Matters relating to organization and functions that are received for information only, on which no action is required.

These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when no longer needed for current operations. Authority:*

0111 ORGANIZATION AND MANPOWER ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0111-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:*

0111-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy (non-record)

*Destroy/delete when dissemination, revision, or updating is completed.*

0112 ORGANIZATION AND MANPOWER COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0112-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority:*

0112-02 Which are: joint system is unscheduled

*Submit SF 115 to NARA for feeder and/or joint systems*

0200 SERIES--PERSONNEL/PAYROLL

0201 PERSONNEL CORRESPONDENCE SUBJECT

0201-01 Correspondence, reports, memorandums, and other records relating to the general administration and operation of civilian and military personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels

Which are: maintained by agency personnel function as the official record copy

*Cut off annually at end of CY, hold 3 years, then destroy/delete. Authority: GRS 1 item 3*

0201-02 Which are: maintained by other activities (non-record)

*Cut off annually at end of CY, hold 1 year, then destroy/delete.*

0201-03 Personnel policy and precedent case files

Which are: maintained by JS activities only

*Review annually at the end of CY, destroy/delete when obsolete for use as policy guidance or precedent reference.*

*Authority: N1-218-86-1 item 026*

0202 OFFERS OF EMPLOYMENT

0202-01 Correspondence, letters, and telegrams offering appointment to potential employees

Which are: accepted offers

*Destroy/delete when appointment is effective. Authority: GRS 1 item 4a,*

0202-02 Which are: declined offers, when name is received from certificate of eligible.

*Return to Office of Personnel Management (OPM) with reply and application. Authority: GRS 1 item 4b(1),*

0202-03 Which are: temporary or excepted appointment

*File inside application. Authority: GRS 1 item 4b(2)*

0202-04 Which are: all others (non-record)

*Destroy/delete immediately. Authority: GRS 1 item 4b(3)*

0203 GENERAL CIVILIAN EMPLOYMENT RECORDS (EXCLUDE RECORDS REQUIRED TO BE FILED IN OFFICIAL PERSONNEL FOLDER (OPF))

0203-01 Request for personnel action (SF-52)

SF-52 and related papers pertaining to actions not consummated

Which are maintained by the requesting office

*Destroy/delete 30 days after action terminated. Authority:*

0204 POSITION CLASSIFICATION FILES

0204-01 Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 7a(1),*

0204-02 Positions descriptions

Files describing established positions including information on title, series, grade, duties and responsibilities

Which are: maintained by any activity as reference copy (non-record)

*Destroy/delete when position is abolished or description superseded. Authority: NC1-218-84-1 item 129*

0204-03 Inspection, audit, and survey

Files consisting of correspondence, memorandums, reports, and other records relating to inspections, surveys, desk audits, and evaluation

Which are: maintained by any JS/combatant command activity

*Destroy/delete when obsolete or superseded. Authority: GRS 1 item 7c(2)*

0204-04 Appeals files

Case files relating to classification appeals

Which are maintained any activity as reference copy (non-record)

*Destroy/delete 1 year after case is closed. Authority: NC1-218-84-1 item 132*

0204-05 Appeals files relating to certificates of classification issued by OPM

Which are: maintained by any JS/combatant command activity

*Destroy/delete after affected position is abolished or superseded. Authority: GRS 1 item 7d(2)*

0205 PAYROLL CORRESPONDENCE

0205-01 Correspondence between agency and payroll processor regarding general, routine administrative issues, to include wage grade job matters, that do not relate to individual payments

Which are: maintained by any JS/combatant command activity

*Destroy when 2 years old. Authority: GRS 2 item 24.*

0205-02 Information for a merit pay unit listing covered employees

Included are initial salary, computation of funds for the unit, salary increases granted automatically, merit pay increases granted based on points received from a performance appraisal rating, and similar information. Privacy act system

Which are: maintained by any JS/combatant command activity

*Destroy/delete 7 years after date of computation of pay increase. Authority:*

0205-03 Differential and allowances

Information to assist overseas civilian personnel offices to document employee eligibility for foreign post differential and foreign quarters and post allowances. Included are SF 1190 (Foreign Allowances Application, Grant, and Report) and similar information.

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 years after end of FY in which all allowances granted have been terminated. Authority:*

0205-04 Pay records governing the establishment and maintenance of domestic and overseas allowances and differentials, agencies, and employees affected

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 6 years old. Authority:*

0206 EMPLOYEE RECORDS CARDS

0206-01 Employee records cards used for informational purposes outside personnel offices

Which are: maintained by any JS/combatant command activity

*Destroy/delete on separation or transfer of employee. Authority: GRS 1 item 6.*

0207 EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS

0207-01 Non-senior executive service (SES) appointees (as defined in 5 USC 4301(2)) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected and all related documents

Which are: maintained by any JS/combatant command activity

*Destroy/delete after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice. Authority: GRS 1 item 23a(1)*

0207-02 Performance records superseded through an administrative, judicial, or quasi-judicial procedure  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded. Authority: GRS 1 item 23a(2)*

0207-03 All other performance plans and ratings  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 4 years old. Authority: GRS 1 item 23a(3b)*

0207-04 All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete 4 years after date of appraisal. Authority: GRS 1 item 23a(4)*

0207-05 Supporting documents  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete 4 years after date of appraisal. Authority: GRS 1 item 23a(5)*

0207-06 SES appointees (as defined in 5 USC 3132A(2))  
Performance records superseded through an administrative, judicial, or quasi-judicial procedure  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded. Authority: GRS 1 item 23b(1)*

0207-07 Performance-related records pertaining to a former SES appointee  
Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating  
Which are: maintained by any JS/combatant command activity  
*Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to National Personnel Records Center (NPRC) if employee leaves Federal Service. Authority: GRS 1 item 23b(2)(a)*

0207-08 All other performance ratings and plans  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 5 years old, or when no longer needed, whichever is sooner Authority: GRS 1 item 23b(2)(b).*

0207-09 All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, excluding those for SES appointees serving on a Presidential appointment (5 CFR 214)  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete 5 years after date of appraisal Authority: GRS 1 item 23b(3)*

0207-10 SES members' performance records  
SES evaluation summary and objective performance record sheets  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete 5 years after date of appraisal. Authority: GRS 1 item 23b(4).*

0207-11 SES, scientific and technical (ST), and Supergrade files  
Consisting of: information concerning SES, ST, and supergrades generated according to 5 USC 3104, 3131, and 3324. Included are copies of position descriptions, position evaluations, and data on present position incumbent such as individual's qualifications, promotions, and awards. Privacy act system  
Which are: at office with responsibility to monitor and control SES career related records  
General position documentation  
*Destroy/delete in current file area 5 years after cancellation of position. Authority: GRS 1 item 23b(3)*

0207-12 Information relating to current position incumbent  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete in current file area 5 years after transfer or separation of employee. Authority: GRS 1 item 23b(3)*

0208 PROMOTION AND INTERNAL PLACEMENT RECORDS

0208-01 Notification of Personnel Action (SF 50)

Consisting of: files documenting promotions and transfers (in and out)

Which are: chronological file copies maintained in the personnel office

*Destroy/delete when 2 years old. Authority: GRS 1 item 14a.*

0208-02 Which are: all other copies maintained in the personnel office

*Destroy/delete when 1 year old. Authority: GRS 1 item 14b*

(0209) INTERVIEW RECORDS

0209-01 Interview records

Correspondence, reports, and other records relating to interviews with employees

Which are: maintained by any JS/combatant command activity

*Destroy/delete 6 months after transfer or separation of employee. Authority: GRS 1 item 8*

0210 DONATED LEAVE PROGRAM CASE FILES

0210-01 Donated leave cases

Consisting of: case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records

Which are: maintained by any JS/combatant command activity

*Beginning in January 1994, destroy/delete 1 year after the end of the year in which the file is closed. Authority: GRS 1 item 37*

0211 FEDERAL EMPLOYEES' RETIREMENT RECORDS (FERS/CSRS)

0211-01 General correspondence and subject files

Files relate to general administration and operation of FERS/CSRS (including coverage, basic annuity, death benefits and refunds, disability, and debt collection)

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old. Authority:*

0211-02 Records and forms pertaining to an employee's transfer to FERS, participation in the thrift savings plan and eligibility to retire

Which are: maintained by any JS/combatant command activity

*File on permanent side of OPF. Authority:*

0211-03 Appeals pertaining to FERS error corrections

Which are: maintained by any JS/combatant command activity

*Destroy/delete 6 years after decision. Authority:*

0211-04 Retirement assistance files

Consisting of: correspondence, memorandums, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 1 year old Authority: GRS 1, item 039*

0212 CORRESPONDENCE AND FORMS

Records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule

0212-01 Correspondence and forms relating to pending personnel actions.  
Which are: maintained by any JS/combatant command activity as the official record copy:  
*Destroy/delete when action is completed. Authority: GRS 1 item 17a*

0212-02 Retention registers from which reduction-in-force actions have been taken  
Consisting of: information showing retention groups of employees according to tenure, length of service, performance ratings, and veterans preference  
Which are: maintained by any JS/combatant command activity as the official record copy:  
*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 140*

0212-03 Retention registers from which no reduction-in-force actions have been taken  
Which are: maintained by any JS/combatant command activity as the official record copy:  
*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 17b(2),*

0212-04 Displaced Employee Program (DEP)  
Consisting of: information and rosters reflecting application and registration of individuals eligible to participate in the DEP. Privacy act system  
Which are: maintained by any JS/combatant command activity as the official record copy:  
*Destroy/delete 3 months after employee's DEP eligibility expires. Authority:*

0212-05 All other correspondence and forms  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 6 months old. Authority: GRS 1 item 17c,*

#### 0213 JOB OPPORTUNITY ANNOUNCEMENTS (JOAs)

0213-01 Announcements of vacancies  
Which are: maintained by any JS/combatant command activity .  
*Destroy/delete after announcement closing date. NC1-218-84-1, item 144*

#### 0214 EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS

0214-01 EEO complaint cases  
Consisting of: information reflecting complaints of personnel and job applicants concerning EEO cases resolved within the agency by Equal Employment Opportunity Commission or by a US Court. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.  
Which are: at office having agency-wide responsibility  
*Destroy/delete 4 years after final resolution of case. Authority: GRS 1 item 25a*

0214-02 Complaint case  
Duplicate case files or documents pertaining to complaints  
Which are: maintained by the civilian personnel office as the official record copy  
*Destroy/delete 2 years after resolution of case. Authority: GRS 1 item 25b*

0214-03 Which are: at other offices  
*Destroy/delete 2 years after final resolution of case. Authority: GRS 1 item 25c(1)*

0214-04 EEO general files  
General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation; and agency EEO Committee meeting and records including minutes and reports  
Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when 3 years old or when superseded or obsolete, whichever is applicable. Authority: GRS 1 item 25g,*

0214-05 Which are: maintained by any activity as reference copy (non-record)  
*Destroy/delete when superseded or obsolete.*

0214-06 EEO Affirmative Action Plan (AAP)  
Consolidated AAP and related feeder documents  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete 5 years from date of plan. Feeder plan can be destroyed/deleted sooner if administrative purposes have been served. Authority: GRS 1 item 25h(1)&(2),*

0214-07 EEO surveys  
Consisting of: surveys on implementation and effectiveness of EEO programs. Included are reviews, appraisals, recommendations, final survey reports, and similar information.  
Which are: maintained by any JS/combatant command activity  
*Cut off at the end of the current year, destroy/delete when 5 years old.*

0214-08 Which are: at office with agency-wide responsibility  
*Destroy/delete 7 years after cutoff Authority: GRS 1 item 25d(1).*

0214-09 Which are: at other offices  
*Destroy/delete after 2 years. Authority:*

#### 0215 PERSONNEL COUNSELING RECORDS

0215-01 Reports of interviews, analyses, and related records  
Which are: maintained by supervisors  
*Destroy/delete 3 years after termination of counseling. Authority: GRS 1 item 26a*

#### 0216 STANDARDS OF CONDUCT

0216-01 Correspondence, memorandums, and other records relating to code of ethics and standards of conduct  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when obsolete or superseded. Authority: GRS 1 item 27*

#### 0217 ADMINISTRATIVE GRIEVANCE, DISCIPLINARY, AND ADVERSE ACTIONS FILES

0217-01 Grievance, appeals (5CFR771)  
Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request  
Which are: maintained by other activities (non-record)  
*Destroy/delete 1 year after case is closed. Authority: NC1-218-84-1 item 153*

Note: Official copy maintained by servicing civilian personnel office

#### 0218 ADVERSE ACTION Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432)

0218-01 Case files and related records created in reviewing any adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee  
The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, report and decisions; reversal of action and appeal records, excluding letters of reprimand.  
Which are: maintained by JS/combatant command  
*Destroy/delete 2 years after resolution of case. Authority: NI-218-86-1 item 033*



0218-02 Which are: maintained by any activity for reference (non-record)  
*Destroy/delete 1 year after case is closed.*

Note: Official record copy covered by GRS is maintained by servicing civilian personnel office

0219 CIVILIAN LEAVE APPLICATION

0219-01 Application for leave, SF 71 or equivalent and supporting papers relating to requests for and approval of taking leave

Which are: maintained by any activity as the official record copy and the time card has been initialed by the employee  
*Destroy/delete at the end of the applicable pay period. Authority: GRS 2 item 6a*

0219-02 Which are: maintained by any activity as the official record copy and the time card has not been initialed by the employee

*Destroy/delete after General Accounting Office (GAO) audit or when 3 years old, whichever is sooner. Authority: GRS 2 item 6b,*

0220 LABOR MANAGEMENT RELATIONS RECORDS

0220-01 Labor management relations general and case files

Correspondence, memorandums, reports, and other records relating to the relationship between management and employee unions or other groups

Which are: office negotiating agreement

*Destroy/delete 5 years after expiration of agreement. Authority: GRS 1 item 28a(1)*

0220-02 Which are: maintained by other offices

*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 28a(2)*

0220-03 Labor arbitration general and case files

Consisting of: correspondence, memorandums, reports, unit certifications, negotiated agreements, and case files (such as unfair labor practice charges, negotiability disputes, unit clarification or decertification petitions) relating to labor arbitration cases

Which are: maintained by any JS/combatant command activity

*Destroy/delete 5 years after final resolution of case. Authority: GRS 1 item 28b*

0220-04 Memorandum of agreement under labor management relations

Consisting of: initial union proposals, counter proposals, working documents, and approved agreement

Which are: maintained by any JS/combatant command activity

*Destroy/delete 5 years after superseded or obsolete.*

0220-05 Annual report of union recognitions

Consisting of: report, and all backup material

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 5 years old. Authority:*

0220-06 Unfair labor practice complaints

Consisting of: initial complaint, case record, and decision

Which are: at Central Personnel Files (CPFs)

*Destroy/delete 4 years after resolution . Authority:*

(0221) RETIREMENT ASSISTANCE

0221-01 Correspondence, memorandums, annuity estimates, and other records used to assist retiring employees claim insurance or retirement benefits

Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually at end of CY, hold 1 year, then destroy/delete. Authority: GRS 1 item 39,*

0222 WAGE SURVEY FILES

0222-01 Wage area surveys

Wage change survey computation forms, specifications, recommendations, and related correspondence

Which are: maintained by any JS/combatant command activity

*Destroy/delete after completion of second succeeding wage survey. Authority: GRS 1 item 38.*

0223 SUPERVISOR'S EMPLOYEE RECORDS

0223-01 Records of civilian employee's job history, training, personnel actions, etc., that are not appropriate for the official personnel folder or are duplicates of same

Which are: maintained by supervisors

*Review annually and destroy/delete superseded or obsolete documents; or destroy/delete all documents relating to an individual employee 1 year after separation or transfer. Authority: NI-218-86-1 item 040.*

0223-02 Duplicate and non-record materials

Which are: maintained by any activity for reference (non-record)

*Destroy/delete upon transfer of the personnel, or when no longer needed for reference.*

0224 WITHHOLDING OF WITHIN-GRADE INCREASE (WGI) RECORDS

0224-01 Files consisting of an employee's performance rating of record with work examples which establish less than fully successful performance; notice of withholding of WGI; employees request for reconsideration of denied WGI; and decision concerning such a reconsideration request

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 years after WGI is granted or after separation, whichever is earlier. Authority:*

0225 INCENTIVE AWARDS PROGRAM REPORTS

0225-01 Reports pertaining to the operation of the Incentive Awards Program

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old. Authority: GRS 1 item 13.*

0226 EMPLOYEE AWARDS FILES

0226-01 General awards records

EXCLUDING those relating to department-level awards

Consisting of case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance

Which are: maintained by any JS/combatant command activity

*Destroy/delete 2 years after approval or disapproval. Authority: GRS 1 item 12a(1)*

0226-02 General awards records consisting of correspondence pertaining to awards from other Federal agencies or non-Federal organizations

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 2 years old. Authority: GRS 1 item 12a(2)*

0226-03 Length of service and sick leave awards files consisting of correspondence, reports, computations of service and sick leave, and lists of awardees

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 1 year old. Authority: GRS 1 item 12b*

0226-04 Correspondence relating to the administration of awards to employees for suggestions, acts, or superior accomplishments that have contributed to outstanding efficiency and economy in the operation of an agency, letter of appreciation or commendation for individual or an organizational element.

Which are: maintained by the personnel office as the official record copy

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 167*

0226-05 Which are: maintained by other agency activities

*Cut off annually at end of CY, hold 1 year, then destroy/delete. Authority: NC1-218-84-1 item 168*

0226-06 Awards board/committee member appointments, records relating to establishments and policy of the committee or boards that are temporary in nature, and committee or board proceedings

Which are: maintained by the personnel office, as the official record copy

*Cut off at termination of board/committee, hold 2 years, then destroy/delete. Authority: NI-218-89-1 item 7*

0226-07 Which are: maintained by other activities.

*Cut off annually at end of CY, hold 1 year, then destroy/delete.*

0226-08 Lists of or indexes to agency award nominations

Consisting of lists of nominees and winners and indexes of nominations

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: GRS 1 item 12d*

0226-09 Decorations to foreign nationals and US citizens not employed by US Government

Consisting of: case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents

Which are: maintained by any JS/combatant command activity

*Permanent. Transfer 2 years after completion of case to inactive storage area. Transfer to the National Archives in 5-year blocks when latest record is 25 years old. Authority:*

0226-10 Records reflecting the origin of the award, copies of General Orders, the citation, the recommendation, and the approval of the award; proceedings of the agency's awards board

Which are: maintained by the personnel office as the agency's official record copy

*Cut off annually at end of CY, hold 2 years, then destroy/delete.*

0226-11 Which are: maintained by other activities (non-record)

*Destroy/delete when obsolete or no longer needed, not to exceed 1 year.*

[Note: Additional records relating to department-level awards must be scheduled by submitting a SF 115, Request for Records Disposition Authority, through the JS to NARA.]

## 0227 OFFICIAL MILITARY PERSONNEL RECORDS

0227-01 Official military personnel records that are created as the result of detail or assignment to the JS or combatant command that normally would be made part of the individual's personnel file and other pertinent and related correspondence

Which are: maintained by personnel office, as the official record copy

*Forward all records that are considered by the appropriate Service as records for inclusion in the individual's personnel file to that Service not later than 30 days after release of duty from the JS or combatant command.*

*Authority: NC1-218-84-1 item 171*

0227-02 Duplicate and non-record materials, and materials that are not required as part of the official military personnel records

Which are: maintained by any JS/combatant command activity (non-record)

*Destroy/delete 1 year after individual departs or when requisition is cancelled, or when no longer needed for reference.*

0227-03 Records that relate to leave of military personnel.

Which are: maintained by personnel office

*Destroy/delete individual leave authorization when adjustments are made. Authority: NC1-218-84-1 item 173*

0227-04 Which are: maintained by any activity for reference (nonrecord)

*Destroy/delete upon transfer of personnel or when no longer needed for reference.*

0227-05 Armed Forces liberty passes

Consisting of: forms issued to personnel to authorize absences from official duties, or for absences during normal off-duty hours

Which are: maintained by any JS/combatant command activity

*Destroy/delete on reaccomplishment of a new pass, or on reassignment or separation of individual. Authority:*

0227-06 Privilege card applications

Consisting of: documents reflecting applications for privilege cards and ration cards. Included are DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card) and similar documents. Privacy act system

Which are: maintained by any JS/combatant command activity

*Destroy/delete when no longer needed for current operations.*

0227-07 Out-processing files

Consisting of: documents used to control and account for Military Personnel Record Jackets (MPRJ) during processing for transfer or separation. Included are logs, registers, and sign-out sheets

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 1 year or 1 year after last entry on log or register, whichever is later. Authority:*

## 0228 PROMOTION AND DEMOTION RECORDS

0228-01 Promotion eligibility rosters

Consisting of: documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information. Privacy act system

Which are: maintained by any JS/combatant command activity

*Destroy/delete 30 days after promotion list is published. Authority:*

0228-02 Centralized and semi-centralized selection board reporting files

Consisting of: documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents. Privacy act system

Which are: at other offices

*Destroy/delete 30 days after completion of board unless needed longer for records. Authority:*

(0229) JCS IDENTIFICATION BADGE

0229-01 General/special orders, amendments, and memorandums issuing the permanent award of the JCS Badge.  
Which are: maintained by the personnel office, as the official record copy  
*Cut off annually at end of CY, hold 5 years, then destroy/delete. Authority: N1-218-89-1 item 5*

0229-02 Exceptions to policy JS Forms 84, copies of orders, and related documents  
Which are: maintained by the personnel office, as the official record copy  
*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 174*

0229-03 Which are: maintained by any activity for reference (non-record)  
*Cut off annually at end of CY, hold 1 year, then destroy/delete.*

0230 MILITARY AWARDS

0230-01 Joint and service component personal awards  
Documents relating to recommendation, review, and approval or disapproval of military awards for individuals.  
Included are requests and related information. Privacy act system  
Consisting of: approved and disapproved awards  
Which are: joint awards  
*Retire to inactive storage facility after 2 years. Destroy/delete after 25 years. Authority:*

0230-02 Which are: service component awards  
*Cut off upon receipt of approval/disapproval. Destroy/delete 2 years after cutoff. Authority:*

0230-03 Unit awards  
Documents relating to recommendation, review, and approval or disapproval of military awards for units. Included are requests and related information.  
Consisting of: approved and disapproved awards  
Which are: at approval and disapproval authority  
*Retire to inactive storage facility after 2 years. Destroy/delete after 25 years. Authority:*

0230-04 General/special orders, amendments, and memorandums issuing the awards  
Which are: maintained by Mil Per Br, J-1, as the official JS record copy  
*Permanent. Cut off annually at end of CY, hold 2 years, then transfer in CY block to R&A Br for incorporation into 0001-01. Authority: N1-218-89-1 item 6*

0230-05 Which are: maintained by the combatant command as the official record copy  
*Permanent. Cut off annually at end of FY, hold 2 years, then transfer in FY block to inactive storage facility. Transfer to NARA 35 years after cutoff, after declassification review. Authority*

0230-06 Outstanding personnel programs, e.g., outstanding Noncommissioned Officer (NCO)/Enlist award, Junior Officer of the Quarter, outstanding Manager of the Year  
Consisting of: personal data, letters of nomination, photographs, and related papers  
Which are: selected nominees, nonselected nominees and minutes of meetings  
*Destroy/delete 2 years after issue of award. Authority:*

0230-07 Which are: reference copies of all the above item (non-record)

0231 GENERAL/FLAG OFFICER (GFO) NOMINATION

0231-01 Papers and related documents from OSD and the Military Services on the nominations and Position Billets of General and Flag officers submitted to Secretary of Defense (SECDEF) through the JS and the CINCs accordance with DoD directive for approval by the SECDEF or transmittal to the President  
Which are: maintained by the JS in R&A Br as the official JS record copy

*Permanent. JS - Cut off annually at end of CY; after 7 years, transfer by CY block to the JS RHA. When 25 years old, transfer in 5-year blocks to NARA. Authority: NCI-218-84-1, item 177*

0231-02 Which are maintained by CINC activities as the official record copy

*Permanent. Cut off annually at end of CY; after 7 years, retire to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA. Authority:*

0231-03 GFO management files

Copies of tasking documents, reports, JS papers, and related background materials pertaining to GFO matters.

Includes copies of inputs from contributing agencies and other related correspondence.

Which are: used for periodic review by action officers, for continuing policy guidance and background information maintained as the official record copy

*Review annually. Transfer completed action to appropriate GFO file. Delete all other nonessential information or destroy/delete when no longer needed for reference. Authority: N1-218-89-1 item 8*

0231-04 GFO working nominations

Consist of nomination records being processed for approval or disapproval by higher authority

Which are: maintained by DJS/GFO as the official record copy

*Upon completion, transfer to 0231- 01.;. Authority: N1-218-89-1 item 9*

0231-05 Major Command Information Files. Papers and related information pertaining to joint general/flag officer billets and CINC activities, used for periodic review and background information.

Which are: maintained the official record copy

*Permanent JS - Review annually, at end of CY, If no longer needed for references, transfer to JS RHA. When 25 years old, transfer in 5-year blocks to NARA.*

0231-06 GFO Action Documents. Documents of interest to the Joint Staff. Responses to taskers and queries.

Which are maintained by other activities as reference copies (non-record)

Review annually, if no longer needed for reference, transfer to JS RHA, When 25 years old transfer in 5-year blocks to NARA,

0231-07 Which are: maintained by other activities as reference copies (non-record)

*Destroy/delete when no longer needed for reference.*

## 0232 MILITARY ASSIGNMENT DOCUMENTS

0232-01 Policy matters pertaining to military assignments

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 5 years after supersession. Authority: NCI-218-84-1 item 178*

0232-02 Requisitions documents

Which are: held by personnel office as the official record copy

*Cut off annually at end of CY, hold 3 years, then destroy/delete. Authority: NCI-218-84-1 item 179*

0232-03 Nomination packets

Which are: held by the personnel office as the official record copy

*Destroy/delete 1 year after individual departs. Authority: NCI-218-84-1 item 180*

0232-04 Miscellaneous military assignment documents, to include incoming personnel nomination packages or files

Which are: maintained by any activity (non-record)

*Destroy/delete when purpose has been served or when no longer needed for reference.*

0233 MILITARY TRAINING PROGRAM RECORDS

EXCLUDING records of formally established schools which train agency personnel in specialized program areas, such as law enforcement and national defense. (Submit SF 115 through JS)

0233-01 General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabi, textbooks, and other training aids developed by the agency

Correspondence, memorandums, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences

Which are: maintained by any JS/combatant command activity

*Destroy when 5 years old or 5 years after completion of a specific training program. Authority: GRS 1 item 29a(1)*

0233-02 Background and working files

Which are: maintained by any JS/combatant command activity

*Destroy when 3 years old. Authority: GRS 1 item 29a(2)*

0233-03 Personnel training

Correspondence, memorandums, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions

Which are: maintained by any JS/combatant command activity

*Destroy when 5 years old or when superseded or obsolete, whichever is sooner. Authority: GRS 1 item 29b*

0234 INDIVIDUAL MILITARY TRAINING RECORDS

0234-01 Individual military training records

Consisting of: on-the-job training records, qualification training, ancillary training, upgrade training, and related records

Which are: maintained in accordance with the Service training program

*Apply service-specific disposition guidance.*

0235 GENERAL TRAINING AND EDUCATION RECORDS

0235-01 Training and education program files

Consisting of: records relating to the overall organization, development, policy, planning, management and administration of military personnel training and education programs, including the establishment, approval, and revision of courses and curricula, the evaluation of methods and results of instruction. Also included are publications and overall statistical data.

Which are: maintained by any JS/combatant command activity

*Permanent. Retire to inactive storage facility when no longer required for research or reference. Transfer to NARA when 25 years old after declassification review. Authority:*

Note: See 0900 series for audiovisual

0236 CIVILIAN TRAINING PROGRAM RECORDS

0236-01 Information on establishing, managing, and evaluating local training programs for civilian employees.

Included are minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registrations with Department of Labor, higher echelon approvals, annual reports, and similar information. EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency

Which are: at operating personnel offices

*Destroy/delete after 5 years, or 5 years after completion of a specific training program. Authority: GRS 1 item 29a(1)*

0236-02 Background and working files

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old. Authority: GRS 1 item 29a(2)*

0236-03 Employee training

Correspondence, memorandums, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other Government agencies or non-Government institutions

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 5 years old or when superseded or obsolete, whichever is sooner. Authority: GRS 1, 29b*

0236-04 Which are background and working files

*Destroy/delete when 3 years old Authority: GRS 1 item 29a(2)*

0236-05 Individual apprentice training

Consisting of: Information on apprenticeship training. Included are apprenticeship applications, apprenticeship agreements, notices of authorization for training and subsistence allowance, Department of Veterans Affairs certificates of eligibility and entitlement, Veterans Affairs notices of expiration of entitlement, daily progress records, monthly progress reports, and similar information. Privacy act system

Which are: maintained by any JS/combatant command activity

*Destroy/delete 5 years after completion of prescribed training course. However, when apprentice does not complete training, destroy/delete 6 years after he or she drops out of training. Authority: GRS 1 item 29b*

0236-06 Foreign training approvals

Consisting of: information on approving the use of foreign governmental facilities or international organization facilities for training civilian employees. Included are recommendations for use of such facilities, approvals, and similar information.

Note: Excluded are contractual information and personnel assignment information

Which are: at office responsible for approval

*Destroy/delete 5 years after withdrawal of the facility for training purposes. Authority:*

0236-07 Which are: at recommending offices (non-record)

*Destroy/delete on determination that services of the foreign facility are no longer required.*

0236-08 Which are: at other offices (non-record)

*Destroy/delete after 2 years.*

0236-09 Civilian personnel retraining

Consisting of: reports of retraining resulting from base closure, transfer or consolidation of functions

Which are: maintained by record

*Destroy/delete after 4 years. Authority:*

0236-10 Records relating to the presidential management intern program established by Executive Order 12008 in August 1977

Files relating to the general administration and operation of the Presidential Management Intern Program including special career programs and executive development programs

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old. Authority:*

0237 CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE

0237-01 Casualty/missing-in-action/captured reporting, notification, and assistance records

The file copies of casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or



transfer of casualty assistance, record of emergency data, casualty assistance summary, assignment of survival assistance officer, and related correspondence provided to the Services

Which are: maintained by the combatant command

*Destroy/delete when 6 years old. Authority:*

#### 0238 INDIVIDUAL EMPLOYEE PAY RECORD

0238-01 Pay record for each employee as maintained in an electronic database

This database may be a stand-alone payroll system or part of a combined personnel/payroll system

Which are: maintained by any JS/combatant command activity

*Update elements and/or entire record as required. Authority: GRS 2 item 1a*

0238-02 Individual pay record, containing pay data on each employee within an agency

This record may be in paper or microform but not in machine readable form

Which are: maintained by any JS/combatant command activity

*Transfer to NPRC. Destroy when 56 years old. Authority: GRS 2 item 1b*

#### 0239 TIME AND ATTENDANCE RECORDS

0239-01 Time and attendance source records

All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime; maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form

Which are: maintained by any JS/combatant command activity

*Destroy/delete after GAO audit or when 6 years old; whichever is sooner. Authority: GRS 2. Item 7*

0239-02 Time and attendance input records

Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor

Which are: maintained by any JS/combatant command activity

*Destroy/delete after GAO audit or when 6 years old, whichever is sooner. Authority: GRS 2.item 8*

0239-03 Overtime authorization requests

Documents used at all activities to officially order the approval of overtime

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 4 years old. Authority;*

0239-04 Alternate work schedule records

Documents showing alternative work schedules such as flextime and compressed schedules

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 2 years old. Authority;*

#### 0240 PERSONAL INJURY FILES

0240-01 Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor

Which are: maintained by any JS/combatant command activity

*Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy/delete 3 years after cutoff. Authority: GRS 1 item 31.*

#### 0241 OCCUPATIONAL INJURY AND ILLNESS FILES

0241-01 Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 5 years old. Authority: GRS 1 item 34.*

#### 0242 FINANCIAL DISCLOSURE REPORTS

0242-01 Ethics in Government financial disclosure statements

Information pertaining to individual employees required to file under the Ethics in Government Act of 1978, Public Law 95-521. Each file is maintained by employee name and includes SF 278 (Financial Disclosure Statement for Executive Branch Personnel); SF 278A (Financial Disclosure Statement); official position description; disqualification statements, if applicable; and similar information. Privacy act system

Consisting of: records on individuals filing per section 201b, PL 95-521 and not subsequently confirmed by the U.S. Senate

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after nominee ceased being under consideration for appointment, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. Authority: GRS 1 item 24a(1)*

0242-02 Employment and financial interest statements

Consisting of: information showing Government employment, private employment, and financial interest of civilian employees personnel required to file such statements. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related information. Privacy act system

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 6 years, except that information needed in an on-going investigation will not be destroy/deleted until completion of the investigation. Authority: GRS 1 item 24a(2)*

0242-03 Consisting of: other records

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 6 years, except that information needed in an ongoing investigation will not be destroyed/deleted until completion of the investigation. Authority: GRS 1 item 24b.*

#### 0243 FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES

0243-01 Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, 503(f). This authorization does not apply to oversight program records of the OPM

Consisting of: drug test plans and procedures, excluding documents that are filed in records sets of formal issuances (directives, procedures handbooks, operating manuals, and the like)

Agency copies of plans and procedures, with related drafts, correspondence, memorandums, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. (See note (2)) Authority: GRS 1 item 36a*

0243-02 Consisting of: employee acknowledgement of notice forms

Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested

Which are: maintained by any JS/combatant command activity

*Destroy/delete when employee separates from testing-designated position. (See note (2)) Authority: GRS 1 item 36b*

0243-03 Consisting of: selection/scheduling records

Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old. (See note (2)) Authority: GRS 1 item 36c*

0243-04 Consisting of: records relating to the collection and handling of specimens

Permanent record books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 years after date of last entry. (See note (2)) Authority: GRS 1 item 36d(1)*

0243-05 Chain of custody records

Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old. (See note (2)) Authority: GRS 1 item 36d(2)*

0243-06 Consisting of: test results

Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing

Positive results

Which are: maintained by any JS/combatant command activity

*Destroy/delete when employee leaves the agency or when 3 years old, whichever is later. Authority: GRS 1 item 36e(1)*

0243-07 Negative results

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old. Authority: GRS 1 item 36e(2)*

Note 2: Any records covered by items 36 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case files(s)

0244 ALTERNATE WORKSITE RECORDS

0244-01 Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after end of employees participation in the program. Authority: GRS 1 item 42a*

0244-02 Unapproved requests

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after request is rejected. Authority: GRS 1 item 42b*

0244-03 Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 1 year old, or when no longer needed, whichever is later. Authority: GRS 1 items 42c*

0245 FEDERAL CIVILIAN WORKFORCE INFORMATION SYSTEMS

Note: These automated systems must be inventoried and scheduled (SF 115) through the JS

0246 POLITICAL ACTIVITY OF FEDERAL EMPLOYEES RECORDS

0246-01 Policy and procedures governing permissible and prohibited activities, political contributions, and exceptions of certain elections

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete.*

0246-02 Holding state or local office records

Reports, correspondence and related material required to be filed by any civilian employee holding any state or local public office or appointment

Consisting of: any information concerning such office or appointment filed by another person or entity

Which are: maintained by any JS/combatant command activity

*Destroy/delete 2 years after employee leaves public office or appointment. Authority;*

0247 DIRECTORY SERVICE

0247-01 Correspondence, forms, and other records relating to the compilation of directory service listings

Which are: maintained by personnel office, as the official record copy

*Destroy/delete 2 months after issuance of listing. Authority: GRS 11 item 3,*

0247-02 Which are: maintained by other activities (nonrecord)

*Destroy/delete when no longer needed for reference.*

0247-03 Organization and locator files

Consisting of information providing the name, address, telephone number, and similar data for each civilian and military employee assigned to an organization

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded, obsolete, no longer needed for reference. Authority: N1-218-86-1 Item 097*

0248 CIVILIAN AND MILITARY PERSONNEL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0248-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:*

0248-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Which are: maintained by any JS/combatant command activity

*Destroy/delete when dissemination, revision, or updating is completed.*

0249 CIVILIAN AND MILITARY PERSONNEL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0249-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority:*

0249-02 Which are: joint system is unscheduled  
*Submit SF 115 to NARA for feeder and/or joint systems*

0300 SERIES--INTELLIGENCE AND SECURITY

0301 SECURITY POLICY

0301-01 Records reflecting the formulation and establishment of policy, planning, training, coordinating actions, procedural standard operating procedures (SOPs), and any other similar information governing security matters Which are: maintained as the official record copy or maintained by any other JS/combatant command activity for reference

*Permanent: Cut off annually at end of CY, hold 4 years, retire to inactive storage facility, transfer 25 years after cutoff to NARA after declassification review. Authority:*

0301-02 Which are: maintained by any JS/combatant command activity for reference (non-record)  
*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0302 SECURITY ADMINISTRATIVE CORRESPONDENCE

0302-01 Correspondence, reports, and other records relating to the administration of security classification, control, and accounting for classified documents; and files relating to administration and operation of facilities security and protective service program

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 18 item 1*

0303 DOCUMENT RECEIPT

0303-01 Forms reflecting the issue and receipt for classified documents SECRET and below only. JS Forms 14, 47, 74, or any other substitute records used for this purpose. Also includes material hand receipts, transactions, supply correspondence item registers, daily inventories, and related records.

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Except when used for control and accountability.*

*Then, for Secret documents, place receipt in inactive file when related document is destroyed, downgraded, declassified, or transferred from custody. Authority: Cut off inactive file annually, hold 2 years, then destroy/delete.*

*Authority: for Top Secret documents, see 306-1. Authority: GRS 18 item 2*

0304 DESTRUCTION CERTIFICATES

0304-01 Certificate of destruction for classified material

Documentary evidence reflecting appropriate destruction of classified material. JS Forms 63, 48, and 74 or any other substitute record or form used for this purpose

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 18 item 3*

0305 ACCESS RECORDS

0305-01 TOP SECRET access record used to record names of individuals who have had access to a particular TOP SECRET document (SD Form 194 or similar access record)

These records are permanently affixed to TOP SECRET documents until documents are destroyed, downgraded, or transferred from the JS/combatant command. (0305-04) Requests and authorization for individuals to have access to classified files, pickup and deliver classified materials, and to act as official couriers. JS Forms 7 and 42, or any other substitute record used for this purpose

Which are: maintained by any JS/combatant command activity

*Place in inactive file when related document is destroyed, downgraded, declassified, or transferred from*

*JS/combatant command. Cut off inactive file annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 18 item 6*

0305-02 Disclosure records

A record of all JS/combatant command personnel who have been authorized access to classified information of the JS/combatant command during their assignment

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 3 years, then destroy/delete. Authority: NC1-218-84-1, item 190*

0305-03 Special and general access lists

Billet rosters and alphabetical access rosters listing the names of personnel authorized access to specific classified information; i.e., SI/SAO, SIOP/ESI, Critical Nuclear Weapons Design Information (CNWDI), Military Space Programs. Includes Control Points that reflect individuals authorized to receipt for TOP SECRET documents and below

Which are: maintained by any JS/combatant command activity

*Destroy/delete when updated or superseded. Authority: NC1-218-84-1, item 191.*

0305-04 Reserved

0305-05 Access control log

Documents relating to JS/combatant command Guard Posts sign-in logs, Military Security Force Blotters, Night Security Team Inspection Surveys, etc.

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete after 1 year. Authority: NC1-218-84-1, item 193*

0305-06 Reserved

0305-07 Classified or classifiable information nondisclosure appropriate Service for agreements

Copies of nondisclosure agreement, such as SF 312. Classified Information Nondisclosure Agreement, signed by employees with access to information that is classified or classifiable under standards put forth by Executive Order 12958. These forms should be maintained separately from personnel security clearance files.

Which are: obtained by personnel security offices

*JS forward to OSD and/or inclusion in appropriate official security files. All other offices include in appropriate official security files Authority:*

*Combatant Command – Retain in accordance with combatant command security directives*

0305-08 Physical Access Information System File (PAIS)

This system consists of three subsystems: Visitor Information Subsystem (VIMS) and PAIS, including Access Information (ZAMS). This system supports access Control to JS restricted areas and maintains the JS Master Security Roster

This database is used for controlling access to JS restricted areas and to maintain the JS Master Security Roster and Visitor Information file

Which are: maintained by any JS activity

*Data files updated daily. Delete data 12 months after termination of access. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2, item 20*

Note: See 0337 for combatant command feeder systems

0305-09 Combatant command classified information nondisclosure agreement (NDA)

Consisting of: signed Standard Forms 312 or 189 (Classified NDA/NDA) or similar forms on all military and DoD civilian personnel, including employees of contractors, licensees, or grantees. This includes files covering signed Sensitive Compartmented Information NDA (SCI/NDA), and when appropriate, an addendum. NDAs are executed by all personnel as a condition precedent to being authorized access to classified or classifiable information under standards put forth by Executive Order 12958, or signed by personnel who are cleared for access to national security information. Privacy act system

Which are: maintained by any JS/combatant command activity

*Destroy/delete 50 years after retirement, resignation, separation, or discharge date of execution. Authority: GRS 18 item 25*

0306 TOP SECRET REGISTER

0306-01 Records that identify all TOP SECRET material generated or received by a directorate or agency  
Which are: maintained by any JS/combatant command activity  
*Place in inactive file when all copies of the documents recorded therein have been destroyed or otherwise permanently disposed of (transferred outside the agency or downgraded). Cut off inactive file annually at end of CY, hold 5 years, then destroy/delete. Authority: GRS 18 item 5a*

*Note: Master files and databases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the above disposition authority. Such files must be scheduled through the JS/combatant command Record Management Office to NARA on an SF 115.*

0306-02 Forms reflecting the transfer and receipt for Top Secret materials transmitted through the Defense Courier Service (DCS)  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 2 years old. Authority:*

0307 COMMUNICATIONS SECURITY (COMSEC)-GENERAL

0307-01 Routine administrative records relating to the proper distribution, control, security and accountability of COMSEC material used to provide cryptographic security for national security related information. The COMSEC system consists of systems, procedures, equipment, keying material and facilities  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 2 years old or when no longer needed for operations, whichever is later. Authority:*

0308 PHYSICAL SECURITY CONTAINER INFORMATION

0308-01 Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows and activating alarms  
Included are such forms as SF 701, Activity Security Checklist, SF 702, Security Container Check Sheet, and STU III data and keys  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete 3 months following the last entry on the form. Authority: GRS 18 item 7b*

*Note: Forms involved in investigations will be retained until completion of the investigation.*

0308-02 Up-to-date records of all JS/combatant command office safes and vaults and padlock combinations, together with other information necessary to identify and locate the safes, vaults, or containers and the individuals having knowledge of the combination  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete when superseded by new form or listing, or upon turn in of container. Authority: GRS 18 item 7a*

0309 INVENTORY REPORTS

0309-01 TOP SECRET inventory records  
Records accumulated in connection with annual inventory of TOP SECRET materials  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually at end of CY, hold 5 years, then destroy/delete. Authority: NC1-218-84-1, item 198*

0309-02 TOP SECRET inventory  
Which are: maintained by document custodian



*Cut off annually at end of CY, hold 5 years, then destroy/delete. Authority: NI-218-86-1, item 050*

0309-03 Which are: maintained by control points

*Destroy/delete 2 years after next comparable inventory. Authority: NI-218-86-1, item 051*

### 0310 CLASSIFICATION GUIDES

0310-01 Official JS/combatant command record copy of the current edition of each classification guide, which includes copy of printed guide, each change, and documents showing coordination, comments, and approval

Which are: at the issuing activity or OPR

*Destroy/delete 10 years after the system or program is terminated or phased out of the inventory. Authority: NCI-218-84-1, item 201*

0310-02 Information copies of classification guides regardless of originator

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded, obsolete, or no longer needed for reference, or on inactivation, whichever is sooner. Authority: NCI-218-84-1, item 202*

0310-03 Security classification files

Consisting of: information relating to the security classification or grading system involving the classification or downgrading of information. Included are correspondence or memorandums and reports on security classification. It excludes other files described in this record series

Which are: at offices in charge of issuance

*Destroy/delete 10 years after final declassification action. Authority:*

0310-04 Which are: at other offices

*Destroy/delete after 3 years. Authority:*

0310-05 Original classification authority delegations

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded, or no longer needed for reference whichever is longer.*

### 0311 ACCREDITATION

0311-01 Documents pertaining to room or vault accreditation that validates area for classified storage and/or work

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded, obsolete, or no longer needed for current operations Authority: NCI-218-84-1, item 203*

0311-02 Automated Information System (AIS) security accreditation package

AIS accreditation package consisting of request for accreditation, plans, analyses, evaluations, certifications and control program files, documentation to support assignment of appropriate AIS security officer positions required for recommendation from the ASM for or against accreditation approval

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded, obsolete, or no longer needed for current operation/system.*

### 0312 TECHNICAL SURVEYS

0312-01 Documents dealing with technical security surveys for validating security of cleared areas

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete after 3 years or upon discontinuance of facility, whichever is sooner. Authority: GRS l8 item 9*

0312-02 Which are: maintained by any JS/combatant command activity as reference copy (non-record)

*Destroy/delete when no longer needed for reference.*

0313 PROPERTY PASS

0313-01 Documents relating to the authorized removal of property or material from the JS and/or combatant command

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 months after expiration or revocation. Authority: GRS l8 item 12*

0314 PERSONNEL SECURITY PROGRAM RECORDS

0314-01 Documentation reflecting training, security orientation briefing or debriefing, and relevant data, to include annual security required training and/or reading materials

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 2 years old or no longer needed for current operations. Authority:*

0314-02 Documents containing information on the security clearances of JS/combatant command individual personnel and the accreditation of access to classified files. Completed personal history statements, personnel security questionnaires, or comparable forms, including lists, rosters, suspense, or status files

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 5 years after transfer or separation of individual concerned. Authority: GRS l8 item 22a*

0314-03 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0314-04 Documents containing information on the security clearance and authorization for non-JS/combatant command personnel for classified matters

Which are: maintained as the official record copy

*Destroy/delete 30 days after loss of access of individual concerned. Authority:*

0314-05 Which are: maintained by any JS/combatant command as reference copy (non-record)

*Destroy/delete when no longer needed for reference.*

0314-06 Position sensitivity files

Information relating to the designation of sensitive and nonsensitive personnel positions an Agency. Included are requests and results of final actions taken

Consisting of: approved requests

Which are: maintained by any JS/combatant command activity

*Destroy/delete when position is abolished, redesignated, or no longer needed for reference, whichever is later. Authority:*

0314-07 Personnel security inspections and surveys

Information on inspections and surveys conducted by Personnel Security Offices relating to position sensitivity and personnel security clearances. Included are reports, recommendations, and related information.

Which are: maintained by any JS/combatant command activity

*Destroy/delete after next comparable inspection or survey. Authority:*

0314-08 Nuclear Weapons Personnel Reliability Program (PRP)

Consisting of: Personnel Reliability Certificate and Notification of Personnel Reliability Program Decertification Action

Which are: for PRP certification and permanent decertification

*Cutoff when superseded or obsolete, hold 5 years, then destroy/delete. Authority:*

0315 IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS

0315-01 Records relating to applications for and issuance of permanent and temporary identification badges, cards, decals, and passes. Includes receipts, inventories, and related information

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after return of identification item to issuing office. Authority:*

0315-02 Which are: maintained in any other office (non-record)

*Destroy/delete when verification is accomplished or badge or pass has been prepared and delivered.*

#### 0316 REPORT OF INVESTIGATION (ROI)

0316-01 Investigative reports and related papers furnished to JS/combatant command by investigative organizations for use in making security suitability determination

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete in accordance with investigating activity instructions or when no longer required for making a security determination. Authority: GRS 18 item 22b*

#### 0317 SECURITY VIOLATIONS/INCIDENTS

0317-01 Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 2 years after completion of final action or when no longer needed, whichever is sooner. Authority: GRS 18 item 24b*

0317-02 Which are: for NATO security incidents

*See 0319-14*

0317-03 Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 5 years after close of case. Authority: GRS 18 item 24a*

0317-04 Which are: maintained for reference (nonrecord)

*Destroy/delete when no longer needed for reference.*

#### 0318 SECURITY INSPECTIONS AND AUDIT

0318-01 Documents relating to the internal inspection of physical security, documents control and security, and other routine security type inspections and surveys

Which are: maintained by inspecting activity as the official record copy

*Cut off annually at end of CY, hold 4 years, then destroy/delete. Authority: GRS 18 item 10*

0318-02 Which are: maintained by any JS/combatant command activity

*Destroy/delete after the next comparable survey or inspection. Authority: NI-218-86-1, item 057*

0318-03 Inspections conducted of TOP SECRET accountability

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of CY hold 1 year, then destroy/delete. Authority: NCI-218-86-1, item 058*

0318-04 AIS Audit records. ISSOs or TASOs weekly audit records of audit actions performed on all AISs, as required by appropriate policy

Which are: maintained by any JS/combatant command activity

*Cut off monthly, hold 1 month, then destroy/delete. Authority:*

0318-05 SCI Processing Log, JS/combatant command Form 147 used to records SCI processing session, as required by appropriate policy

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority:*

0319 INTERNATIONAL SECURITY

0319-01 Destruction certificates, receipts, registers, and disclosure records for COSMIC TOP SECRET

Which are: maintained by the JS Subregistry or by combatant command registry/subregistry function

*Destroy/delete 10 years after the material has been destroyed or permanently transferred to another registry or sub-registry. Authority: NC1-218-84-1, item 215*

0319-02 Which are: maintained at JS/combatant command control points

*Destroy/delete 10 years after the material has been returned to the JS Subregistry or combatant command registry/subregistry function. Authority: NC1-218-84-1, item 216*

0319-03 Destruction certificates, receipts, registers, and disclosure records for ATOMAL material

Which are: maintained by the JS Subregistry or by combatant command registry/subregistry function

*Destroy/delete 10 years after the material has been destroyed or permanently transferred to another registry or sub-registry. Authority: NC1-218-84-1, item 217*

0319-04 Receipts and disclosure records for ATOMAL material

Which are: maintained at the JS/combatant command Control Points and Division level and below

*Destroy/delete 10 years after the material has been returned to the JS Subregistry or combatant command registry/subregistry function. Authority: NC1-218-84-1, item 218*

0319-05 Destruction certificates, receipts, registers, and disclosure records for NATO Secret, NATO Confidential, NATO Restricted and NATO Unclassified

Which are: maintained by any JS/combatant command activity

*Destroy/delete 2 years after the material has been destroyed or transferred to another registry or subregistry. Authority: NI-218-86-1, item 059*

0319-06 Which are: maintained at JS/combatant command control points

*Destroy/delete 2 years after the material has been destroyed or returned to the JS Subregistry or combatant command registry/subregistry. Authority: NC1-218-84-1, item 220*

0319-07 Destruction certificates, receipts, registers, and disclosure records for: NATO Secret, NATO Confidential, NATO Restricted, and NATO Unclassified

Which are: maintained at the division level and below by any JS/combatant command activity

*Place in inactive file after the material has been returned to directorate control point. Cut off inactive file annually at end of CY, hold 2 years, then destroy. Authority: NI-218-86-1, item 060*

0319-08 Records of establishment or disestablishment of JS/combatant command Control Points

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 1 year after termination of JS/combatant command Control Point concerned. Authority: NC1-218-84-1, item 222*

0319-09 Inventory reports

Semi-annual and annual reports on COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL.

Which are: maintained by registry, subregistry, and control points

*Cut off annually at end of CY, hold 3 years, then destroy/delete unless a discrepancy has occurred. Destroy/delete 3 years after the records have been cleared. Authority: NC1-218-84-1, item 223*

0319-10 Inspection reports

Semi-annual inspections of established JS/combatant command control points concerning security protection of NATO information and compliance with applicable directives and administrative instructions

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 3 years, then destroy/delete. Authority: NC1-218-84-1, item 224*

0319-11 Which are: maintained by the JS/combatant command control points

*Destroy/delete after receipt of next inspection report Authority: NC1-218-84-1, item 225*

0319-12 Access lists

Which are: maintained by JS/combatant command on control points as well as individual access to NATO information and access list maintained by the JS/combatant command control points for individual access.

*Destroy/delete when revised. Authority: NC1-218-84-1, item 226*

0319-13 General correspondence, document distribution, custody receipts, etc.

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of CY. Hold 2 years, then destroy/delete unless usage dictates otherwise, then destroy/delete when no longer needed. Authority: NC1-218-84-1, item 227*

0319-14 Security violations and investigations

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of CY, destroy/delete 3 years after completion of corrective or disciplinary action. Authority: NC1-218-84-1, item 228*

0320 INTELLIGENCE POLICY AND PLANNING FILES

0320-01 Documents concerning the general intelligence policy (includes directives, communications, and related planning records) of the JS/combatant command

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or obsolete, hold 1 year, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 229*

0320-02 Which are: maintained by other JS/combatant command activities for reference (nonrecord)

*Destroy/delete when no longer needed for reference.*

0321 INTELLIGENCE ESTIMATES

0321-01 National Intelligence Estimates (NIEs), Special National Intelligence Estimates (SNIEs), and National Intelligence Analytical Memorandums (NIAMs) and other intelligence estimates

Strategic estimate of capabilities, vulnerability, and probable course of action of foreign nations that is produced at the national level by the intelligence community

Which are: maintained by any JS/combatant command activity

*Destroy/delete when obsolete, superseded, or no longer needed for reference. Authority: NC1-218-84-1, item 231*

0321-02 Semi-annual consolidated listing of NIEs, SNIEs, and NIAMs provided to JS/combatant command by Defense Intelligence Agency (DIA)

Which are: maintained by any JS/combatant command activity

*Destroy/delete when no longer needed for reference. Authority: NC1-218-84-1, item 232*

0321-03 Which are: information copies (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed.*

0322 INTELLIGENCE REPORTS AND STUDIES

0322-01 Intelligence country studies, and/or reports prepared by DIA and/or the intelligence community  
Includes specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations, and appraisals, including both general and technical intelligence and intelligence concerning their combat applications  
Which are: maintained by any JS/combatant command activity.  
*Destroy/delete when obsolete, superseded, or no longer needed for reference.*

0323 SCI DOCUMENTS

0323-01 Copies of documents in SCI control channels that are not covered in specific subject items elsewhere in this disposition schedule  
Which are: maintained by any JS/combatant command activity  
*Disposition in accordance with Intelligence Community directives for SCI documents. Obtain guidance from SSO. Ultimate disposition is that of the particular subject or case file. Authority: N1-218-86-1, item 061*

0323-02 SCI billet files  
Consisting of: information relating to the approval and maintenance of SCI billet structures and SCI billets  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete 1 year after transfer or deletion of billet. Authority:*

0324 CONTROLLED MATERIAL (OTHER THAN SCI)

0324-01 Documents in special control channels other than SCI; e.g., limited distribution papers, that are not covered in specific subject items elsewhere in this disposition schedule  
Which are: maintained by any JS/combatant command activity  
*Review annually for removal from control channels; when removable, incorporate in appropriate functional file with disposition that of the appropriate mission or subject file. Authority: NC1-218-84-1, item 234*

0325 CONTROLLED MATERIAL (SPECIAL SCI/SAR)

0325-01 Documents in special control channels; i.e., limited distribution papers concerning special technical operations, that are not covered in specific subject items elsewhere in this disposition schedule  
Which are: maintained by the special technical operations function as the official record copy  
*Review annually for removal from control channels. Disposition in accordance with Intelligence Community directives for these documents. Ultimate disposition is that of the particular subject or case file. Authority: N1-218-86-1, item 062*

0326 SECURITY/COUNTERINTELLIGENCE INVESTIGATIONS

Individual case files and information pertaining to adverse actions, reports and adjudicated documentation in arriving at security clearance determinations

0326-01 Significant incidents or adverse actions  
Investigations resulting in an adverse personnel action or court-martial or other investigation required for long-term or legal use  
Which are: the official record copy having historical value or widespread Congressional value or interest (e.g., extensive media attention, congressional investigation, sets precedent)  
*Permanent. Transfer to the National Archives after 25 years after declassification review. Authority:*

0326-02 Which are: official record copy determined not to have permanent historical value or no widespread value or Congressional interest  
*Destroy/delete 25 years after the date of the last action. Authority:*

0326-03 Personnel security investigation requests  
Consisting of: unit requests for investigation, clearance, or unescorted entry  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when no longer needed.*

0327 INTELLIGENCE GENERAL CORRESPONDENCE FILES

0327-01 Correspondence, messages, reports and other records relating to intelligence reports, publications, supporting agreements; interpreting general release policies; and substantiating requirements or the recipients of intelligence products and other related records and information

Which are: maintained by JS/combatant command as official record copy

*Retire to inactive storage facility when 2 years old. Destroy/delete when 10 years old. Authority:*

0328 INTELLIGENCE LOGS

0328-01 A record of the daily intelligence events occurring during each watch at intelligence centers. The logs also serve as a security register of personnel and visitors. Logs include the watch commander, personnel matters concerning the watch team, and an hourly listing of events

Which are: maintained by JS/combatant command as official record copy

*Permanent. Retire to inactive storage facility when 2 years old. Transfer to NARA when 25 years old after declassification review. Authority:*

0329 COLLECTION RECORDS

0329-01 Intelligence collection planning and policy records

Proposals, guidance, and requirements for the collection of intelligence source materials

Which are: maintained by JS/combatant command as official record copy

*Permanent. Cut off when superseded or obsolete. Retire to inactive storage facility, transfer to NARA when 50 years old, after declassification review. Authority:*

0329-02 Intelligence collection records

Source material such as photographs, messages, and other intelligence accumulated by originators

Which are: maintained by JS/combatant command as official record copy

*Permanent. Cut off when superseded or obsolete. Retire to inactive storage facility, transfer to NARA when 50 years old, after declassification review. Authority:*

0329-03 Intelligence exploitation records

Consisting of: analysis and finished reports created from intelligence source materials

Which are: maintained by JS/combatant command as official record copy

*Permanent. Cut off when superseded or obsolete. Retire to inactive storage facility, transfer to NARA when 50 years old, after declassification review. Authority:*

0330 INTELLIGENCE DISSEMINATION RECORDS

0330-01 Intelligence disclosure files

Consisting of: policy and guidance on the dissemination and distribution of finished intelligence, intelligence reports, scientific and technical information, and intelligence summaries (INTSUM) to include disclosure to foreign governments and other matters addressed by the National Military Information Disclosure Policy Committee (NDPC).

Which are: maintained by JS/combatant command as official record copy

*Permanent. Cut off when superseded or obsolete. Transfer to NARA in 5-year blocks when 50 years old, after declassification review. Authority:*

0331 INTELLIGENCE PRODUCTION RECORDS

0331-01 Intelligence/counterintelligence reports

Intelligence Reports (IRs) and Unevaluated Intelligence Information Reports (IIRs) received from military/defense attaches and other intelligence gathering activities.

Consisting of: Agency-produced IRs and Attaché Reports

Which are: maintained by any JS/combatant command activity  
*Permanent. Retire to inactive storage facility when 5 years old. Transfer to NARA when 50 years old after declassification review. Authority:*

0332 COUNTERINTELLIGENCE RECORDS

0332-01 Counterintelligence program planning and policy records relating to the establishment of the program, including directives, plans, collection operations, reports, briefings, studies, and related files

Which are: maintained by JS/combatant command as official record copy  
*Permanent. Cut off when superseded and retire to inactive storage facility. Transfer to NARA in 5-year blocks when 25 years old after declassification review. Authority:*

0332-02 Routine administrative files not needed to document program, policy, monitoring and other mission-related counterintelligence program activities including surveys, inspections, security, special operations, communications, debriefings, interrogations, related references

Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 3 years old. Authority:*

0333 FOREIGN NATIONALS

0333-01 Foreign national visits

Requests for visit, accreditations, foreign national protocols, and related records

Which are: maintained by any JS/combatant command activity  
*Destroy/delete when superseded, or when 2 years old, whichever is later. Authority:*

0334 PRISONER OF WAR RECORDS

0334-01 Prisoner of war and civilian internee records including status inquiries, complaints, investigations, strength reports, rosters, and related records

Which are: maintained by JS/combatant command as official record copy  
*Permanent. Retire to inactive storage facility upon termination of the prisoner of war program transfer to NARA when 25 years old after declassification review. Authority:*

0335 SPECIAL ACCESS PROGRAM (SAP)

0335-01 SAP policy files relating to the establishment, operation, and monitoring of SAPs

Consisting of: documents, plans, directives, policy, and related records

Which are: maintained by JS/combatant command as official record copy  
*Permanent. Cut off when superseded and retire to inactive storage facility (not authorized for transfer to Federal Records Center (FRC)). Transfer to NARA in 5-year blocks after release from SAP control and declassification review (25 years). Authority:*

0335-02 SAP administrative files relating to memorandums, correspondence, and other routine administrative and facilitative records

Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 3 years old. Authority:*

0336 INTELLIGENCE AND SECURITY ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0336-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on



hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:*

0336-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed.*

0337 INTELLIGENCE AND SECURITY COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0337-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority:*

0337-02 Which are: joint system is unscheduled

*Submit SF 115 to NARA for feeder and/or joint systems*

0400 SERIES--INFORMATION AND LEGAL

0401 WHITE HOUSE CORRESPONDENCE

0401-01 White House correspondence relating to substantive policy-related matters

Which are: maintained by as the official record copy

*Permanent. Cut off annually at end of CY, hold 2 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 236*

0401-02 Correspondence of a routine non-policy nature with no long-term value

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of CY, destroy/delete 2 years old or when no longer needed for reference, whichever is longer. Authority: NC1-218-84-1, item 237*

0402 CONGRESSIONAL CORRESPONDENCE

0402-01 Correspondence of a substantial nature with historical significance

Congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the JS/combatant command for reply. They are primarily originated by Congress and pertain to substantial policy issues such as plans, objectives, or responsibilities.

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when case is closed out, hold 1 year, then retire to inactive storage facility. 25 years after cutoff, transfer in 5 year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 238*

0402-02 Correspondence of a routine nature with no historical value

Congressional inquiries originated by Armed Forces personnel, the public, or members of Congress that are forwarded to the JS/combatant command for reply. Examples include letters regarding rejection for military service, and purchase of military equipment.

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 1 year, then retire to inactive storage facility 7 years after cutoff. Destroy/delete by CY block. Authority: NC1-218-84-1, item 239*

0402-03 CJCS Memorandum of invitation before congressional committee (annual)

Which are: maintained by the OJCS as the official JS record copy

*Permanent. Cut off at expiration of CJCS tour of duty, hold 2 years, then transfer entire block through R&A Br to the JS RHA. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority: NC1-218-84-1 item 240*

0402-04 Congressional correspondence received or created by directorate or agency heads, including congressional inserts (DD Form 2136)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when case is closed out, hold until the end of the current directorate or agency head's tour of duty, hold 1 additional year, then destroy/delete. Authority: NC1-218-86-1, item 063*

0402-05 Which are: at offices of legislative officers or persons designated to coordinate and control congressional correspondence at the JS/combatant command

*Destroy/delete after 3 years, if used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a) Destroy/delete after 5 years or life of the disclosed file, whichever is later. Authority:*

0402-06 Which are: at offices of persons designated to coordinate and control congressional correspondence at lower echelons

*Destroy/delete after 2 years, if used as a record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a), Destroy/delete after 5 years or life of the disclosed file, whichever is later. Authority:*

0402-07 Which are: maintained by other JS/combatant command activities for reference (nonrecord)  
*Destroy/delete when no longer needed for reference.*

0403 LEGISLATIVE TESTIMONY

0403-01 Legislative programs file

Documents pertaining to the legal status of the OCJCS, JS, CINCs, combatant command such as the National Security Act. Comments on changes to proposed legislation. Letters from and to congressional committees or individual members, monitoring of the programs and coordinating legislative activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at the completion of program, hold 3 years, then transfer entire block to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority: NCI-218-84-1, item 241*

0403-02 Testimony (Statement) before congressional committee and transcript

The designation and appearance of witnesses and coordination of action relating to congressional consideration

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually or when superseded or obsolete, hold 1 year, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review Authority: NCI-218-84-1, item 242*

0403-03 Which are: maintained by other JS/combatant command activities for reference (nonrecord)

*Destroy/delete when no longer needed for reference.*

0404 PUBLIC AFFAIRS RECORDS

0404-01 Documents concerning the general program policy of the JS/combatant command as related to the public affairs mission. They consist of policy directives and procedures governing relations with the news media and the public. Examples are policy related to freedom of information, participation by the Armed Forces in public events, and the release of news

Which are: maintained by the OCJCS as the official JS record copy

*Permanent. Cut off when superseded or obsolete, hold 1 year, then transfer through R&A Br to JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1, item 243*

0404-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Cut off annually or when superseded or obsolete, hold 1 year, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review*

0404-03 Public affairs releases

Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 7 years old. Transfer to NARA when 25 years old. Authority:*

0404-04 Public affairs correspondence

Comments on or contributions to news release or other media furnished by information officers to publicize and promote the mission or functions

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete after 2 years or on discontinuance, whichever is first, however, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.*

*Authority: NCI-218-84-1 item 244*

0404-05 Distinguished visitor program documentation

Consisting of: messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc.

Which are: maintained by protocol or public affairs offices

*Destroy/delete 5 years after completion or when no longer needed for reference, whichever is longer. Authority:*

0404-06 News media visitor documentation

Consisting of: messages and other correspondence, guests lists, invitations, schedules, results of visits

Which are: maintained by protocol or public affairs offices

*Destroy/delete 5 years after completion or when no longer needed for reference, whichever is longer. Authority:*

0404-07 Special events planning

Consisting of: correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc.

Which are: maintained by protocol or public affairs offices

*Destroy/delete after 4 years, or when no longer needed, whichever is sooner. Authority:*

0404-08 Community affairs

Consisting of: correspondence, memorandums, reports, information, and other records relating to community activities such as providing guest speakers, public school interactions, community events, and other related activities

Which are: maintained by the combatant command

*Destroy/delete 2 years after completion of event, or when no longer needed for reference, whichever is longer.*

*Authority:*

0404-09 Key personnel biographies

Consisting of: personal and professional information on key personnel generated for public dissemination

Which are: maintained by any JS/combatant command activity (nonrecord)

*Destroy/delete when superseded or no longer needed for reference, whichever is longer.*

0405 Reserved

0406 SPEECHES AND PUBLIC RELATIONS

0406-01 Speeches, talks, interviews, photographs, and written articles of key officials of JS and combatant command such as CJCS, CINC, DJS, and directorate heads

Which are: maintained by any JS activity as the official record copy

*Permanent. JS - Cut off at expiration of CJCS tour, transfer entire block through R&A Br to the JS RHA. 25 years after cutoff, transfer entire block to NARA after declassification review Authority: NC1-218-84-1, item 245*

0406-02 Which are: maintained by combatant command activities as the official record copy

*Combatant command - Cut off at expiration of CINC's tour, transfer entire block to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority:*

0406-03 Which are: maintained by ODJS as the official JS record copy

*Cut off annually at end of CY, hold 6 months, then transfer by CY block to R&A Br for disposition in accordance with 010-1. Authority: NC1-218-84-1 item 246*

0406-04 Which are: maintained by directorate or agency heads

*Cut off at end of the current directorate or agency head's tour of duty, hold 1 year, then destroy/delete. Authority: NI-218-86-1 item 065*

0406-05 Correspondence on acceptance or declination of speaking engagement, attendance at public affairs, seminars, conferences, etc.

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NC1-218-86-1, item 066*

0406-06 Any speeches, talks, interviews, written articles, etc.

Which are: maintained by any JS/combatant command activity for reference (nonrecord)

*Destroy/delete when no longer needed for reference.*

0407 INFORMATION REQUESTS

0407-01 Request for information or copy of reply thereto, involving no administrative actions, no policy decisions, no reference to the Freedom of Information Act or Privacy Act, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature

Which are: maintained by any activity.

*Destroy/delete when 3 months old or when no longer needed, whichever is sooner. Authority: NC1-218-84-1, item 248*

0408 ACKNOWLEDGMENT

0408-01 Acknowledgment and transmittals of inquiries and requests that have been referred elsewhere for reply

Which are: maintained by Public Affairs

*Destroy/delete 3 months after acknowledgment and referral. Authority: NC1-218-84-1, item 249*

0409 GENERAL LAWS AND LEGAL MATTERS RECORDS

0409-01 Legal planning and policy records

Consisting of: records that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 10 years old. Transfer to NARA when 25 years old after declassification review. Authority:*

0409-02 General files

Consisting of: reports and correspondence that relate to the routine internal operation and administration of the office

Which are: maintained by any JS/combatant command activity.

*Destroy/delete when 2 years old. Authority: GRS 23 item 1*

0409-03 Legal opinions

Consisting of: opinions establishing precedent

Which are: at originating offices (record)

*Permanent. Retire to inactive storage facility when 10 years old. Transfer to NARA in 5-year blocks when latest document is 25 years old. Authority:*

0409-04 Consisting of: opinions based on established precedent

Which are: at originating offices (record)

*Destroy/delete when 5 years old. Authority:*

0409-05 Which are: maintained by any JS/combatant command as information copies (non-record)

*Destroy/delete when no longer needed*

0409-06 Trials of US personnel in foreign countries

Consisting of: reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all enclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to DOD concerning the exercise of foreign criminal jurisdiction over military personnel; civilian personnel serving with, employed by, or accompanying the combatant command who are US nationals; and dependents of all such military and civilian personnel, that have precedential value or where there has been congressional, press or public concern - particularly where questionable whether basic rights of accused were violated by foreign court.

Note: Applies to records created after January 1990

Which are: at any combatant command activity

*Destroy/delete 5 years after final adjudication or when no longer needed for reference, whichever is longer.*

*Authority:*

0409-07 Politico-military matters

Consisting of: records concerning politico-military matters, such as negotiation and drafting of treaties and other agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation

Which are: at any JS/combatant command activity

*Permanent. Retire to inactive storage when 10 years old. Transfer to NARA in 5-year blocks when latest document is 25 years old after declassification review. Authority:*

0409-08 Consisting of: reports on violations of the law of armed conflict

Which are: at the JS/combatant command

*Permanent. Retire to inactive storage when 5 years old. Transfer to NARA when 25 years old after declassification review. Authority:*

0409-09 Consisting of: information copies of all above items

Which are: at any other JS/combatant command for reference (non-record)

*Destroy/delete when no longer needed.*

0410 MILITARY JUSTICE RECORDS

0410-01 General correspondence files

Files include reports (excluding records of trial and decisions rendered in Article 15, Uniform Code of Military Justice (UCMJ) (non-judicial punishment) appeals) relating to the internal administration of military justice accumulated by JS/combatant command

Which are: maintained at any combatant command activity

*Destroy/delete when 3 years old. Authority:*

0410-02 Military justice administration

Correspondence, memorandums, statistical reports and summaries, summaries of activity, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions

Which are: maintained at any combatant command activity

*Destroy/delete after 3 years or when no longer needed, whichever is longer. Authority:*

0410-03 Files relating to pretrial matters (military justice)

Include Article 32 investigations not resulting in general courts-martial

Which are: maintained at any combatant command activity

*Destroy/delete when 3 years old or purpose is served, whichever is longer. Authority:*

0410-04 General courts-martial

Consisting of: trial records of general courts-martial, military commissions, and courts of inquiry. Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdiction. Privacy act system

Which are: maintained at any combatant command activity

*Permanent. Retire to inactive storage facility 3 years after completion of appellate processing. Transfer to NARA when 25 years old. Authority:*

0410-05 Special courts-martial

Consisting of: trial records of special courts-martial including bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are original records of the trial, copies of charge sheets and related information, reviews by staff judge advocates,

court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdictions and convening authorities. Privacy act system

Which are: maintained by the combatant command activity

*Permanent. Retire to inactive storage facility 3 years after completion of appellate processing. Transfer to NARA when 25 years old. Authority:*

#### 0410-06 Summary courts-martial

These files consist of formal record copies of trial of military personnel by summary court-martial, formal record of special courts-martial and attachments, and related correspondence. Privacy act system

Which are: maintained at any combatant command activity

*Destroy/delete 75 years after final action by supervisory authority. Authority:*

#### 0410-07 Nonjudicial punishments

Consisting of: information and forms gathered for the Record of Proceedings under Article 15, UCMJ, retained for monitoring nonjudicial punishment. Privacy act system

Which are: maintained at any combatant command activity

*Destroy/delete 2 years after case is closed and all appeals are exhausted or individual has departed station.*

*Authority:*

#### 0410-08 Line of duty (LOD) determination file

Consisting of: original copy of DD Form 261, Report of Investigation LOD and Misconduct Status

Which are: at any JS/combatant command activity (non-record)

*Destroy/delete when report is issued and all appeals are exhausted.*

### 0411 FINANCIAL DISCLOSURE REPORTS

#### 0411-01 Ethics in Government financial disclosure statements

Information pertaining to individual employees required to file under the Ethics in Government Act of 1978, Public Law 95-521. Each file is maintained by employee name and includes SF 278 (Financial Disclosure Statement for Executive Branch Personnel); SF 278A (Financial Disclosure Statement); official position description; disqualification statements, if applicable; and similar information. Privacy act system

Consisting of: records on individuals filing per section 201b, PL 95-521 and not subsequently confirmed by the U.S. Senate

Which are: maintained by any JS/combatant command activity

*Destroy/delete 6 years after nominee ceased being under consideration for appointment, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. Authority: Joint Ethics Regulation, chap 7, para 7-207b*

#### 0411-02 Employment and financial interest statements

Consisting of: information showing Government employment, private employment, and financial interest of military and civilian personnel required to file such statements. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related information. Privacy act system

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 6 years, except that information needed in an on-going investigation will not be destroyed/deleted until completion of the investigation. Authority: GRS 1 item 24a(2)*

#### 0411-03 Consisting of: other records

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 6 years, except that information needed in an on-going investigation will not be destroyed/deleted until completion of the investigation. Authority: GRS 1 item 24b.*

### 0412 STANDARDS OF CONDUCT

#### 0412-01 Correspondence, memorandums, and other records relating to code of ethics and standards of conduct.

Which are: maintained by any JS/combatant command activity

*Destroy/delete when obsolete or superseded. Authority: GRS 1 item 27*

0413 PATENT, INVENTION, COPYRIGHT, AND TRADEMARK RECORDS

0413-01 General correspondence relating to the handling of patent, invention, copyright, trademark and royalty payment matters, requests, authorizations to use or reproduce copyrighted materials. Also includes matters relating to decisions, opinions, determinations, and recommendations

Which are: maintained by any JS/combatant command activity

*Cut off after completion of final action. Destroy/delete when 50 years old. Earlier destruction is authorized for routine materials not needed for legal purposes. Authority:*

0414 LAW LIBRARIES

0414-01 Library Acquisition (Centrally Funded). Consisting of requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for material procured from centrally funded sources.

Which are: maintained by any activity

Destroy completed orders after 6 years. [GRS 3, item 3a(1)]

0414-02 Law Library Acquisition Records. Consisting of requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for material procured from locally funded appropriated or non-appropriated funds, or received from other sources.

Which are: maintained by any activity

Destroy completed orders after 3 years. [GRS 3, item 3a(2)]

0415 INFORMATION AND LEGAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0415-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule.

Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced Authority:*

0415-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed. Authority:*

0416 INFORMATION AND LEGAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0416-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later. Authority:*

0416-02 Which are: joint system is unscheduled

*Submit SF 115 to NARA for feeder and/or joint systems*



0500 SERIES--OPERATIONS, PLANNING, COMMAND AND CONTROL

0501 OPERATIONS POLICY

0501-01 Documents concerning the general policy of the JCS/combatant command as related to the operations and command and control missions

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supersession, or cancellation, hold 1 year then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1, item 276.*

0501-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0502 OPERATIONS SUMMARY

0502-01 Weekly and/or special reports prepared on status of forces and military operations for distribution to OSD and other government activities

Which are: maintained by any Joint Staff activity as the official record copy

*Permanent. JS - Cut off annually at end of CY; after 7 years, transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1, item 278.*

0502-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Combatant command - Cut off at end of CY, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review Authority:*

0502-03 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when 90 days old.*

0502-04 Various reports, logs, memorandums, etc., that serve as background for preparation of Operations Summaries

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NCI-218-84-1 item 280*

0502-05 Periodic operation logs and supporting documents

Consisting of: records of all significant events occurring within a combatant command and its area of operational responsibility that require CINC attention

Which are: maintained by the combatant command as the official record copy and does not serve as a feeder report  
*Permanent. Cut off at end of CY, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority:*

0503 OPERATIONS (CODEWORD NICKNAME)

0503-01 Records concerning specific operations that include plans, approval, execution, decisions, reports, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation

Which are: maintained by any Joint Staff activity as the official record copy

*Permanent. JS - Cut off at conclusion of the operation, hold 2 years, then transfer to R&A Br. When 7 years old, transfer to the JS RHA. 25 years after cutoff, transfer entire block to NARA after declassification review.*

0503-02. Which are: maintained by any combatant command activity as the official record copy

*Permanent. Combatant command - Cut off at conclusion of the operation, hold 5 years, then retire to inactive storage area. 25 years after cutoff, transfer entire block to NARA after declassification review. Authority:*

0503-03 Which are: maintained for reference by any JS/combatant command activity (non-record)

*Destroy/delete 90 days after conclusion of the operation.*

0503-04 Which are: held by JS/combatant command in SCI channels

*Permanent. Retain record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: N1-218-86-1, item 069.*

0503-05 Records protected in Focal Point Communications Systems (FPCS) concerning specific operations that include plans, approval, execute, decisions, reporting, messages, briefings, summaries, directives, background papers, etc., that follow to conclusion of the operation

Which are: maintained by any Joint Staff activity as the official record copy

*Permanent. JS - Cut off at conclusion of the operation; review annually for removal from FPCS; after removal, hold 2 years, then transfer to R&A Br. 7 years after cutoff, transfer to the JS RHA. 25 years after cutoff transfer entire block to NARA, after declassification review. Authority: N1-218-86-1, item 070.*

0503-06 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Combatant command - Cut off at conclusion of the operation; review annually for removal from FPCS; after removal, hold 5 years, then retire to inactive storage area. 25 years after cutoff, transfer entire block to NARA, after declassification review. Authority:*

Note: See 0542 for combatant command feeder systems

0503-07 Which are: FPCS reference copies maintained by any JS/combatant command activity (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed.*

#### 0504 READINESS AND OPERATIONS

0504-01 Policies, procedures, and technical guidance relating to the readiness of US forces

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 1 year then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA, after declassification review. Authority: NC1-218-84-1, item 283*

0504-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0504-03 Readiness reports

Information relating to reporting actual readiness conditions of agency forces. Included are individual and consolidated unit readiness reports, personnel status reports, logistic readiness reports, records concerning the actual readiness conditions of agency forces, and similar information

Which are: at office having agency-wide responsibility

*Permanent. Cut off annually hold 1 year, then retire to inactive storage facility. 25 years after cutoff transfer to NARA after declassification review. Authority:*

0504-04 Which are: at other offices

*Destroy/delete after 2 years. Authority:*

#### 0505 SPECIAL OPERATIONS

0505-01 Documents pertaining to special operations, unconventional warfare, psychological operations, reconnaissance, and certain other sensitive operations

Which are: held by Joint Reconnaissance Center (JRC), SOD, JOD, and any other JS activity in special control channels other than SCI as the official record copy

*Permanent. JS - Cut off annually at end of CY; hold 5 years, then transfer to R&A Br. After 2 years, transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 286.*

0505-02 Which are: maintained by any combatant command activity as the official record copy  
*Permanent. Combatant command - Cut off annually at end of CY; hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority:*

0505-03 Which are: held by any JS/combatant command activity in SCI channels  
*Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA as permanent records. Authority:*

0505-04 Which are: maintained by other JS/combatant command activities (non-record)  
*Destroy/delete when superseded, obsolete, or no longer needed.*

0505-05 Unconventional warfare (UW) planning files

Information relating to the development of the UW part of war plans. These files relate to the use of such techniques as guerrilla warfare and internal resistance in hostile areas. They also form a part of, or are preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, and similar information

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Place in inactive file on finalization of related plans and cut off at the end of that year. Retire to inactive storage facility when 10 years old. Transfer to NARA when 25 years old after declassification review. Authority:*

0505-06 Psychological operations plans and information

Information on the development of the psychological operations part of war plans. This information relates to the use of such techniques as propaganda, and political, military, economic, and ideological actions planned and conducted to create in neutral or foreign friendly groups the emotions, attitudes, or behavior to support the achievement of national objectives. It also forms a part of, or is a preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, or similar information

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Place in file on finalization of related plans and cut off at the end of that year. Retire to inactive storage facility when 10 years old. Transfer to NARA when 25 years old after declassification review. Authority:*

0505-06 Psychological operations informational materials

Information relating to the development and distribution of informational materials. These materials are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives. Included are flyers, posters, leaflets, and similar information produced from source data, and related requests for publication and distribution

Which are: maintained by any JS/combatant command activity  
*Destroy/delete after 2 years, except that representative samples, especially any of unique significance illustrating psychological warfare techniques, are permanent. Authority:*

#### 0506 COVER AND DECEPTION OPERATIONS

0506-01 Cover and deception files

Consisting of: information relating to the development of cover and deception plans

Which are: maintained by any JS/combatant command activity

*Permanent. Retain JS/combatant command record copy for 30 years. At the end of 30 years, review for removal from special control channels. When removable from special control channels, transfer to NARA after declassification review. Authority:*

0506-02 General correspondence files

Files relating to the routine administration of cover and deception matters

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 2 years old.*

0507 GENERAL PURPOSE OPERATIONS

0507-01 Land forces

Reviews and analyses of Active and Reserve land forces, combat and support, weapons systems requirements, and alternative mixes and levels of land forces structures

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 288.*

0507-02 Naval forces

Reviews and analyses of Naval forces, including antisubmarine warfare, amphibious, fire support, mine countermeasures, replenishment, fleet escort and shipbuilding programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 289.*

0507-03 Tactical air forces

Reviews and analyses of Active and Reserve tactical air forces, including land- and sea-based aircraft for air-ground support operations, air-to-air combat, interdiction, reconnaissance, and other support missions. Reviews and analyses of theatre and fleet air defense forces

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 290.*

0507-04 Space forces

Reviews and analyses of military space forces detailing weapon systems requirements, combat support requirements and activities, including command and control centers operations and general overall structure of Defense Department military space mission and organization

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority:*

0507-05 Mobility forces

Reviews and analyses of mobility programs, including airlift and sealift forces, equipment pre-positioning programs, emergency use of civil transportation resources, indirect support aircraft forces, and mobility support forces

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 291.*

0507-06 Land, naval, air, space, and mobility forces reviews and analyses

Which are: maintained as reference copies (non-record)

*Destroy/delete when no longer needed for reference.*

0507-07 Civil defense operations

Emergency planning documents relating to planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of federal law, natural disaster, and emergency conditions that may result from enemy attack. Include consolidated or summary reports of tests conducted under emergency civil defense plans

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority:*

0507-08 Joint Deployment System (JDS)

This system assists the Joint Deployment Agency (JDA) in its role as a single point of contact for the NCA/JCS and the Joint Deployment Community (JDC) for coordination of deployment activities: it will be the focus for JDC-Generated Deployment information. The JDS supports the JDC in time-sensitive planning and execution and

complements peacetime deliberate planning, which uses Joint Operation Planning System (JOPS). The load of a JOPS TPPDD file into the JDS deployment database links deliberate planning with time-sensitive planning and execution. The JDS provides procedures and Automated Data Processing (ADP) support for planning, coordinating, and monitoring movements and deployment of forces, nonunit personnel, and material necessary to meet military objectives.

Which are: maintained by DISA and managed jointly by J-3/CSOD and J-4

*Delete when related master file or database has been deleted. Authority: NI-218-89-2 item 041*

0507-09 Which are: feeder systems of the combatant command to JDS

*Delete when data is transferred to JDS or when superseded, obsolete, or no longer needed, whichever is longer.*

Note: See 0542 for combatant command feeder systems

#### 0508 EXERCISES

0508-01 JS/combatant command policies and directives related to exercises

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded or cancelled, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer to NARA after declassification review. Authority: NI-218-86-1, item 075.*

0508-02 Other headquarters policies and directives related to exercise

Which are: maintained by any JS/combatant command activity.

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0508-03 Instruction, procedures, messages, reports, briefs, etc, pertaining to specific exercises, including NATO exercise documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of FY, destroy/delete after 2 years or when no longer needed for reference, whichever is later. Exception: the official JS/combatant command NATO COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL documents must be returned to NATO-Subregistry immediately upon publication of final exercise report. Authority: NI-218-86-1, item 077.*

0508-04 Recurring exercise reports, including inputs, significant monthly reports, current situation book inputs, CJCS briefer inputs, etc.

Which are: maintained by any JS/combatant command activity.

*Destroy/delete when no longer needed for reference.*

0508-05 Exercise message traffic during the actual JS/combatant command-sponsored exercise (nickname)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off at conclusion of exercise, destroy/delete when no longer needed for reference after publication of final exercise report. Authority: NI-218-86-1, item 079.*

0508-06 Schedules and developmental records of significant exercises

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of FY and destroy/delete after 2 years or when no longer needed for reference, whichever is later. Authority: NI-218-86-1 item 080*

0508-07 Schedules and developmental records of JS/combatant command-directed and JS/combatant command-coordinated exercises

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of FY and destroy/delete after 2 years or when no longer needed for reference, whichever is later. Authority: NI-218-86-1, item 081.*

0508-08 Significant Military Exercise Briefs (SMEBs)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of FY, hold 2 years, then destroy/delete. Authority: N1-218-86-1 item 082*

0508-09 Annual Joint Exercise Scheduling Conference records

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of FY, hold 3 years, then destroy/delete. Authority: N1-218-86-1 item 083*

0508-10 General exercise message traffic and miscellaneous exercise correspondence

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of FY, hold 4 years, then destroy/delete. Authority: N1-218-86-1 item 084*

0508-11 Documents pertaining to test and evaluation, gaming and simulation, and special analyses

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded, obsolete, or no longer needed for reference. Authority: N1-218-86-1 item 085*

0508-12 Exercise evaluation reports, including NATO exercise reports

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually at end of FY that exercise reports were published, hold for 5 years, then transfer by FY block to inactive storage facility. 25 years after cutoff, transfer to NARA after declassification review. Exception: NATO COSMIC TOP SECRET COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO Confidential ATOMAL documents must be returned to NATO-Subregistry immediately after publication of final exercise reports. For other NATO documents, cut off at end of FY during which exercise reports were published, hold 5 years, then destroy/delete. Authority: N1-218-86-1 item 086*

0508-13 Exercise correspondence, messages, schedules, reports, briefings, instructions, etc., that are retained as extra or reference copies

Which are: maintained by any JS/combatant command activity (non-record)

*Destroy/delete when no longer needed for reference. Exception: NATO COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, and NATO CONFIDENTIAL ATOMAL documents must be returned to Documents-Subregistry section per 0800 series.*

0508-14 Exercise Message Analysis System (EMAS)

EMAS assists the JS/combatant command and NCA in the analysis of information flow during major exercises and analysis and evaluation of major exercise message traffic. A database is accumulated and coordinated during the exercise. This database is manipulated for analytical purposes after the exercise is completed in order to make comparisons, calculations, and correlations. EMAS is used primarily as a keyword system for data retrievals.

Which are: maintained by DISA and managed by J-7/JETD

*Destroy/delete when 2 years old. Authority: N1-218-89-1, item 025.*

Note: See 0542 for combatant command feeder systems

0509 LESSONS LEARNED

0509-01 Documents relating to lessons learned on operations, crises, incidents, combat, contingencies, exercises, and emergencies and published as a report with transmittal memo

Which are: maintained by any Joint Staff activity as the official record copy

*Permanent. JS - Cut off annually at end of CY, after 7 years, transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review.*

0509-02. Which are: maintained by any combatant command activity as the official record copy

*Combatant command - Cut off at end of CY, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review Authority:*

0509-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed for reference. Note: Verify copy before destroying.*

0510 CODEWORD/NICKNAME TERMS

0510-01 Policy for assigning, using, and managing codewords, nicknames, and operation/exercise terms  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off when superseded, hold 3 years, retire to inactive storage facility after 25 years transfer to NARA after declassification review. Authority:*

0510-02 Documents pertaining to procedures for assigning, using, and managing codewords, nicknames, and operation/exercise terms  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off when superseded, hold 3 years, then destroy/delete. Authority:*

0510-03 Which are: maintained by other JS/combatant command activities  
*Destroy/delete when superseded or no longer needed for reference. Authority:*

0511 OPLAN/CONPLAN

0511-01 OPLAN or CONPLAN prepared by JS for a single or series of operations  
The OPLAN/CONPLAN is assigned a series of numbers as a short title (e.g., JS OPLAN 0100)  
Which are: maintained by any Joint Staff activity as the official record copy  
*Cut off when superseded or cancelled and incorporate into official JS case files for disposition in accordance with 0001-01. Authority: NC1-218-84-1 item 305*

0511-02 OPLAN or CONPLAN prepared by combatant command/subordinate command for single or series of operations and forwarded to JS for approval.  
OPLAN/CONPLAN is assigned a series number as short title (e.g., CINCPAC OPLAN 9999).  
Which are: maintained by any Joint Staff activity as the official record copy  
*Cut off when superseded or cancelled and incorporate into official JS case files for disposition in accordance with 0001-01. Authority: NC1-218-84-1 item 306*

0511-03 Combatant command OPLAN/CONPLAN  
Which are: maintained at the combatant command  
*Permanent. Cut off when superseded or obsolete, whichever is later. Hold 5 years then retire to inactive storage facility. Transfer to NARA 25 years after cutoff, after declassification review. Authority:*

0511-04 JS/combatant command/subordinate command OPLANs/CONPLANs  
Which are: maintained by any activity as reference copies (non-record)  
*Destroy/delete when superseded, cancelled, or no longer needed for reference.*

0511-05 Plans Integration Partitioning System (PIPS)  
PIPS provides the JS/combatant command with an automated tool for examining multiple OPLANs to identify resources that have been allocated to more than one OPLAN for the same timeframe  
Which are: maintained by DISA and maintenance responsibilities and J-3/CSOD with JS/combatant command office of primary responsibilities  
*Data files updated daily. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2. item 023.*

Note: See 0542 for combatant command feeder systems

0511-06 Operational planning files  
Information relating to the preparation, coordination, and approval of operational war, campaign, defense, and other comparable plans which are applicable to or involve the resources and mission of the overall department, agency, command, installation, activity, or unit. These files do not relate to plans described elsewhere in this regulation or to plans confined to specific functional areas which are not a segment of, or an annex to, the overall plan. Included are

copies of the approved plans, comments, recommendations, contributions, approvals, and disapprovals regarding the plans, and other directly related information.

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Place in file on supersession or obsolescence and cut off at the end of that year, hold 5 years then retire to inactive storage facility. Transfer to NARA 25 years after cutoff, after declassification review. Authority:*

0511-07 Which are: held for reference (non-record)

*Destroy/delete copies of plans on suppression or obsolescence, and destroy/delete other information after 2 years.*

#### 0512 CRISIS INCIDENT ACTION BOOKS

0512-01 Documents, reports, directives, briefings, and incoming and outgoing message traffic pertaining to crises or incidents from beginning to completion thereof. Primary responsibility in maintaining the complete set of documentation (in folders or books) until the crisis or incident is officially concluded. Also, the final report prepared after the conclusion of the crisis or incident, with lessons learned, recommendations, and after-actions required

Which are: maintained by any Joint Staff activity as the official record copy

*Permanent. JS - Cut off at conclusion of action, hold 2 years, then transfer to R&A Br. 7 years after cutoff, transfer set to JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1, item 287.*

0512-02 Which are: maintained by any combatant command activity as the official record copy.

*Permanent. Combatant command - Cut off at end of CY, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review Authority:*

0512-03 Which are: held by any JS/combatant command activity in SCI channels

*Permanent. Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority:*

0512-04 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed.*

0512-05 Status of Actions File Maintenance and Retrieval Systems (SOAF)

These files are used to maintain administrative tracking of ongoing or pending actions, primarily in support of crisis. The system is established to support the management and tracking of JS/combatant command crisis actions, and related records

Which are: maintained by support agencies and managed by JS/combatant command

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2. item 093.*

Note: See 0542 for combatant command feeder systems

#### 0513 RECONNAISSANCE AND SURVEILLANCE PROGRAMS AND PLANS

0513-01 Policy-related documents that apply to JS/combatant command reconnaissance mission

Which are: maintained by any JS/combatant command activity as the official record copy

*Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA as permanent records. Authority: NC1-218-84-1, item 322.*

0513-02 Documents relating to the preparation, coordination, and approval of reconnaissance/surveillance programs

Which are: maintained by JRC in SCI channels as the official JS record copy

*Permanent. Retain JS record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NC1-218-84-1 item 310*



0513-03 Which are: maintained by combatant command in SCI channels as the official record copy  
*Permanent. Retain combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority:*

0513-04 Documents related to the formation of planning guidance concerning reconnaissance support for nuclear weapon employment

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NC1-218-84-1, item 321.*

0513-05 Papers concerning reconnaissance in NATO countries

Which are: maintained by JRC in SCI channels as the official record copy  
*Permanent. Retain JS record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NC1-218-84-1 item 323*

0513-06 Which are: maintained by combatant command in SCI channels as the official record copy  
*Permanent. Retain combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority:*

0513-07 Various supporting documents and plans provided by the commanders of combatant command for the execution of approved reconnaissance programs

Which are: maintained by JRC in SCI channels as the official record copy  
*Permanent. Retain JS record copy for 30 years in accordance, with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NC1-218-84-1, item 311.*

0513-08 Which are: maintained by combatant command in SCI channels as the official record copy  
*Permanent. Retain combatant command record copy for 30 years in accordance, with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority:*

0513-09 Documents related to the formulation of joint reconnaissance planning guidance

Which are: maintained by JRC in special control channels other than SCI as the official record copy  
*Permanent. Cut off when superseded, hold 2 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 312*

0513-10 Historical Mission File (HRCONA)

This file contains historical information describing the scheduling and completion of reconnaissance missions between 1975 and the month previous to the oldest data on the Reconnaissance Information System (RIS) Mission file (RCONA). HRCONA is part of the Joint Reconnaissance Information System (JRIS) database.

Which are: maintained by DISA and managed by J-3/JRC

*Data updated monthly--batch processing. Retain for 2 years, then transfer to historical file--PROCONA. Authority: NI-218-89-2 item 036*

Note: See 0542 for combatant command feeder systems

0513-11 International Civil Aviation Organization (ICAO) Reference File

The ICAO reference file contains information describing international civil aviation organization locations on a worldwide basis and is referenced wherever file update is performed. ICAO is a data file supporting the Joint Reconnaissance Information system (JRIS)

Which are: maintained by DISA and managed by J-3/JRC

*Temporary--Reference files (subset of master or main file). Data files updated annually. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 037*

Note: See 0542 for combatant command feeder systems

0513-12 Message In File (MSGIN)

This file contains all incoming messages that are processed automatically by the RISK to update the databases

Messages may be rerouted for historical purposes (Mission--30 days)

Which are: maintained by DISA with maintenance responsibilities and J-3/JRC with JS/combatant command office of primary responsibility

*Destroy/delete when 30-days old. Authority: NI-218-89-2, item 055.*

Note: See 0542 for combatant command feeder systems

0513-13 Message Out File (MSGOUT)

Formatted messages for transmission

Which are: maintained by DISA and managed by J-3/JRC

*Destroy/delete when 30 days old. Authority: NI-218-89-2, item 056*

Note: See 0542 for combatant command feeder systems

0513-14 RIS Mission File (RCONA)

This file provides scheduling and completion of reconnaissance missions during a 4-month period. RCONA consists of seven record types that provide the following information: reconnaissance identification, mission schedules, remarks-schedules, remarks-mission, list of coordinated missions, incidents, and casualties. RCONA is part of the JRIS database.

Which are: maintained by DISA and managed by J-3/JRC

*Data files updated daily. Retain for 30 days until previous month data verification is completed, then transfer to HRCONA. Authority: NI-218-89-2 item 080*

Note: See 0542 for combatant command feeder systems

0513-15 Reconnaissance Information System (RTRKA)

This file contains active records describing the tracks traversed by reconnaissance mission. The RTRKA file is composed of four record types that provide the following information: leg or event information, orbit information, identification, and remarks pertaining to the reconnaissance. RTRKA is part of the JRIS database.

Which are: maintained by DISA and managed by J-3/JRC

*Data files updated as required--on-line real time. Transfer inactive data monthly to HRTRKA file. Authority: NI-218-89-2 item 085*

Note: See 0542 for combatant command feeder systems

0513-16 Proposed Track File (WTRK)

This file is a permanent work file organized as the JRIS track file (RTRKA). It is used to allow the review of proposed tracks before the track data becomes permanent information in the RTRKA. It describes tracks traversed by reconnaissance mission information. Included are leg or event data, orbit information, identification, and remarks.

Which are: maintained by DISA and managed by J-3/JRC

*Data files updated daily. Retain proposed files until approved. Once approved, transfer to RTRKA file, if disapproved, then destroy/delete. Authority: NI-218-89-2 item 114*

Note: See 0542 for combatant command feeder systems

0513-17 Error File (ERROR)

This file corrects messages for input to system

Which are: maintained by DISA and managed by J-3/JRC

*Program--correct message updated as required. Authority: N1-218-89-2 item 026*

Note: See 0542 for combatant command feeder systems

0514 Reserved

0515 JOINT OPERATIONS PLANNING AND EXECUTION SYSTEM (JOPES)

0515-01 Documents, reports, studies, etc., related to the operation of JOPES

Which are: maintained by JS directorates as the official record copy

*Upon publication of the JS paper, transfer substantive background materials to the R&A Br for incorporation into official JS case files for disposition in accordance with 0001-01. Authority: NC1-218-84-1. item 313.*

0515-02 Which are: maintained by combatant command as the official record copy

*Destroy/delete upon incorporation into OPLAN or final document. Authority:*

0515-03 Which are: maintained by any combatant command activity for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0515-04 Aerial Ports and Air Operating Bases File (APORTS)

This file provides free world aerial port and air operating bases reference information as part of the JOPS. It is also used for input to the JOPS or transportation feasibility estimator (TFE). The data are required in the development and evaluation of JOPS.

Which are: maintained by DISA and managed by J-3/CSOD

*Data updated quarterly. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2 item 2*

0515-05 Service Facility-JS/combatant command Facility Category Code Conversion (CNVFL)

This file contains a list of valid Service facility codes and JS/combatant command facility codes that are to be converted. A percentile figure used to convert the category codes is included.

Which are: maintained by DISA and managed by J-4/LRD

*Delete when related master file or database has been deleted. Authority: N1-218-89-2, item 022.*

0515-06 Major Equipment File (MEQPT)

The MEQPT file contains the identification and description of reportable military equipment. Includes aircraft, bridging, communications, fire control, guns, launchers missiles, rockets, sensors, trailers, trucks, and vehicles.

Which are: maintained by DISA and managed by J-4/LRD

*Data updated quarterly or as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2 item 051*

0515-07 Ports Characteristics Files (PORTS)

This ports database is a standard source from which data on seaports can be obtained, verified, and expanded upon. This file is only updated by the appropriate JOPS file maintenance system. The PORTS contains information on the physical and operating characteristics of free world seaports. It describes harbors within a port, contains cargo handling information, identifies entrances to harbors, and contains data regarding berths. It identifies harbor craft available and describes the material handling equipment (MHE) available at the port

Which are: maintained by DISA and managed by J-3/CSOD

*Data as required. (In 1988 data files will be updated semi-annually). Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 077*

0515-08 Standard Distance File (SDF)

This file is maintained using module T03. It can contain standard route distance for both air and sea routes used in deployment operations. Values in the file are site unique

Which are: maintained by DISA with maintenance responsibilities and J-3/CSOD with JS OPR

*Delete or erase when master file or database has been deleted. Authority: NI-218-89-2 item 087*

0515-09 Summary Reference File (SRF)

This database consists of a major repository of summarized or detailed information relating to specific records in the Time-Phased Force Deployment Data File (TPFDD) file or other general information relating to a specific OPLAN

Which are: maintained by DISA and managed by J-3/CSOD

*Data files updated annually. Data updated upon publication of revised OPLAN. Transferred to tape and retained for 2 years. Authority: NI-218-89-2 item 096*

0515-10 Time-Phased Force Deployment Data File (TPFDD)

The TPFDD contains description, routing, and aggregated unit cargo characteristics of forces identified for a specific OPLAN and the nonunit related sustainment (cargo and personnel) necessary to support the deployed forces for the duration of the OPLAN.

Which are: maintained by DISA and managed by J-3/CSOD

*Data updated with OPLANs. Data is maintained until OPLAN is superseded--normally yearly. Authority: NI-218-89-2 item 102*

0515-11 Type Unit Characteristics (TUCHA)

This file contains movement characteristics of each deployable unit type that depends on common user transportation when it deploys in support of an operation plan; that is, of standard deployable type units with fixed composition.

TUCHA also contains valid unit type codes for nondeployable units.

Which are: maintained by DISA and managed by J-3/CSOD

*Data files updated quarterly. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 104*

0515-12 Type Unit Characteristics (TUDET)

This TUDET file provides the physical characteristics of certain items of equipment which include: all nonpalletized wheeled and tracked vehicles whether self-propelled or towed (including amphibians), non-self-deployed aircraft that are uncrated, floating craft, hazardous cargo, and any item greater than 35 feet in any dimension.

Which are: maintained by DISA and managed by J-3/CSOD

*Data files updated quarterly. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 105*

0515-13 Status of Resources and Training System (SORTS)

SORTS file contains the identify of world-wide organization resources and selected data elements keyed to the unit identification code (UIC).

Which are: maintained by DISA and managed by J-3/CSOD

*Data files updated daily. Data transferred to historical tape and maintained for 2 years. Authority: NI-218-89-2 item 106*

0516 EMERGENCY PLANNING

0516-01 Documents that describe evacuation, relocation, vital records program, continuity of operation, personnel assignments, and related procedures

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 3 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 315*

0516-02 Which are: maintained by other JS/combatant command activities for reference (non-record)  
*Destroy/delete when superseded, cancelled, or no longer needed for reference.*

0516-03 Documents or papers relating to various contingency actions and to the testing of various emergency plans  
Which are: maintained by JRC in SCI channels as the official record copy  
*Permanent. Retain JS/combatant command record copy for 30 years, in accordance with policy in the Intelligence Community directives for SCI documents. At the end of 30 years, review for removal from SCI channels. When removable from SCI channels, transfer by CY block to NARA after declassification review. Authority: NC1-218-84-1, item 317.*

0516-04 Evacuation File (EVAC)

EVAC consists of data extracted from Department of State messages pertaining to American personnel stationed or living abroad. This data will subsequently be used if evacuation plans for these personnel have to be implemented. The EVAC database contains citizens overseas host country, type of US employee (Department of State, DOD, private business). Student status, and mission, once entered into the EVAC file. The data can be selectively modified, recalled, and reviewed on the terminal.

Which are: maintained by DISA and managed by J-3/JOD

*Data updated semi-annually. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 027*

0516-05 Universal Transverse Mercator-Geo Conversion (UTM-GEO)

This file consists of coordinates and GRID values used in converting locations to specific data requirements

Which are: maintained by DISA and managed by J-3/CSOD at the JS and by the appropriate CINC activity

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 109*

Note: See 0542 for combatant command feeder systems

0517 WAR GAMES

0517-01 Annual SIOP/ Red Integrated Strategic Offensive Plan (RISOP) War Games

Action officer file used for background information, dynamic simulation (briefing text, slide, film and list of persons briefed) brief, relevant to machine-readable records, and report on probable effects of SIOP execution and continuing policy and guidance

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually at end of CY then retire to inactive storage facility. 25 years after cutoff, transfer by CY block to NARA after declassification review. Authority:*

0517-02 RISOP

Notional plan produced by USSTRATCOM with oversight by the red planning board, chaired by JS

Which are: maintained at STRATCOM as the official record copy

*Permanent. Cut off annually at end of CY, hold for 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer by CY block to NARA after declassification review. Authority:*

0517-03 Theater Nuclear Force War Games

Action officer file used for background in developing a war game simulation and analysis of precursor events leading to total nuclear war

Which are: maintained by any Joint Staff activity as the official record copy

*Permanent. JS - Cut off annually at end of CY, hold 15 years, then transfer to JS RHA. 30 years after cutoff, transfer by CY block to NARA after declassification review. Authority: NC1-218-84-1, item 319.*

0517-04 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Combatant command - Cut off annually at end of CY, hold 15 years, then retire to inactive storage facility. 30 years after cutoff, transfer by CY block to NARA after declassification review. Authority:*

0517-05 Other RISOP and SIOP or RISOP related material

Which are: maintained by any JS/combatant command activity (non-record)

*Destroy/delete when no longer needed for reference.*

0517-06 Catalog of Wargaming and Military Simulation Models and biannual evaluation reports

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when superseded, hold 2 years, then destroy/delete. Authority: N1-218-86-1 item 091*

0517-07 Politico-Military War Game

War game support materials and diaries consisting of copies of completed memorandums or requests, and other politico-military war games related documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off upon completion of project, hold 3 years, then destroy/delete. Authority: N1-218-89-1 item 013*

0517-08 Politico-military war games final report

Consisting of a summary of politico-military war games proceedings that includes comments on points of major policy consensus derived from the game

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off upon completion of project, hold 10 years, then retire to inactive storage facility. 25 years after cutoff, transfer to NARA in 5-year blocks after declassification review. Authority: N1-218-89-1 item 014*

0517-09 Politico-military war games video tapes

Consisting of war game introduction, scenario introduction, and policy guidance

Which are: maintained as the commands record copy

*Permanent. Cut off upon completion of project, hold 10 years, then transfer to NARA after declassification review.*

*Transfer of audiovisual materials will be in accordance with 36 CFR 1228.184. Authority: N1-218-89-1 item 015*

0517-10 Miscellaneous wargaming files and related materials

Which are: maintained by any JS/combatant command activity for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0517-11 Strategic Defense and Threat Assessment (SDTA) Database

This file provides data for Blue and Red target and arsenal information used for RISOP, SIOP, and force-balance assessments. The database is compatible and easily interfaces with existing JAD modules. Database contains space data for evaluation of space-based national and military assets. Data includes: location and capabilities of ground-based radars and control facilities; tables of typical ballistics missile TRAJECTORIES; tables of typical satellite orbits and satellite capabilities and intercept envelopes for proposed ABM, ASAT, and Space Defense weapons.

Which are: maintained by DISA and managed by J-8

*Data updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2 item 088*

Note: See 0542 for combatant command feeder systems

0518-0520 Reserved

0521 JOINT STRATEGIC PLANNING SYSTEM DOCUMENTS (JPSP, JIFP, JLRSA, JOINT PROGRAM ASSESSMENT MEMORANDUM (JPAM), JOINT SECURITY ASSISTANCE MEMORANDUM (JSAM), JOINT STRATEGIC CAPABILITIES PLAN (JSCP), JOINT STAFF PLANNING DOCUMENT (JSPD), AND JSPSDD)

0521-01 Documents, reports, studies, etc, gathered to support formulation of the Joint Strategic Planning System recurring guidance published under the provisions of CJCSI 3110.01

Which are: maintained by JS directorates or agencies responsive to the JS as the official record copy

*Upon publication of the JS paper, transfer substantive background materials to the R&A Br for incorporation into the official JS case files for disposition in accordance with 0001-01. Authority: NC1-218-84-1, item 324.*

0521-02 Which are: maintained by any JS/combatant command activity for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

0522 SIOP DOCUMENTS

0522-01 SIOP Decision Handbook (black book) and corrigendums

Which are: maintained by J-3 in special control channels as the official record copy

*Permanent. Transfer to NARA when 50 years old, if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: N1-218-90-2 item 1*

0522-02 SIOP Decision Handbook revision actions

Input, data, information, concurrences, and approvals from multiple sources, documenting the processes of building the SIOP Decision Handbook.

Which are: maintained by J-3 in special control channels as the official record copy

*Permanent. Transfer to NARA when 50 years old, if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: N1-218-90-2 item 2*

0522-03 SIOP briefings

Briefings given to appropriate personnel for decision making purposes

Which are: maintained by J-3 in special control channels as the official record copy

*Permanent. Transfer to NARA when 50 years old, if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: N1-218-90-2 item 3*

0522-04 SIOP and/or Strategic Forces related actions consisting of general planning support documents or materials

Which are: maintained by any JS/combatant command activity in special control channels as the official record copy

*Permanent. Transfer to NARA when 50 years old, if declassified. If not declassified, review every 10 years thereafter for declassification until declassified, then transfer to NARA. Authority: N1218-90-2, item 004.*

0522-05 Joint Strategic Target Planning System documents

The Single Integrated Operational Plan (SIOP) and its associated target lists

Which are: developed and maintained by Joint Strategic Target Planning Staff (JSTPS) in special control channels as the official record copy

*Permanent. Retain JS record copy for 50 years in special control channels for highly sensitive documents. At end of 50 years, review for removable from special control channels. When removable from special control channels, transfer to R&A for incorporation into the official JS/combatant command case files for disposition in accordance 0001-05 and 0001-01. Authority: N1-218-90-2, item 005.*

0522-06 Relocation and reference documents

Which are: maintained by any JS/combatant command activity in special control channels for reference (nonrecord)

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0522-07 Which are: maintained by USSTRATCOM as a successor to the JSTPS

*Permanent. Retain record copy for 50 years in special control channels for highly sensitive documents. At end of 50 years, review for removable from special control channels. When removable from special control channels, transfer to NARA after declassification review. Authority:*

0522-08 Foreign Free World file (FFW)

This file contains data on all free world foreign owed military industrial, economic resources, and population data from FFW rural population cells. Not included in this file is the classified data identified within the ANA file.

Which are: maintained by DISA and managed by J-3 CSOD

*Data updated as required. Destroy/delete after second update. Authority: N1-218-89-2 item 028*

Note: See 0542 for combatant command feeder systems

0522-09 Indices General Industrial Worth file (IGIW)

This file contains estimates and projections of manufacturing activities within small geographic areas of selected industrialized countries (United States, Puerto Rico, Canada, Japan, Turkey, and Western Europe). Included are: production, fuel shipment, inventory, cost of materials, supplies, contract work, and power supply.

Which are: maintained by DISA and managed by J-3 CSOD

*Data updated annually. Destroy/delete data after second update. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2 item 038*

Note: See 0542 for combatant command feeder systems

0522-10 National Target Base (NTB)

This file is used to develop requirements for target categories and selection criteria

Which are: maintained by DISA and managed by J-3 CSOD

*Data files updated monthly. Destroy/delete after second update. Authority: N1-218-89-2 item 063*

Note: See 0542 for combatant command feeder systems

0522-11 Order of Battle (OB) files

This file contains RED/BLUE order of battle data. It is released by DIA for authorized users, and includes the following information: Free world and Eurasian air order of battle file and the Navy order of battle file. The uses of this file are for strategic planning purposes.

Which are: maintained by DISA and managed by J-3/CSOD

*Data files updated as required. Destroy/delete after second update. Authority: N1-218-89-2 item 064*

Note: See 0542 for combatant command feeder systems

0522-14 Plant Inventory File (PIF)

This is newly created file and is a pilot effort to generate Canadian index of general industrial worth (see IGIW). This data generation is the basis for extension to additional countries

Which are: maintained by DISA and managed by J-3/CSOD

*Data updated annually. Destroy/delete after second update. No historical data files are maintained or are required. Authority: N1-218-89-2 item 072*

Note: See 0542 for combatant command feeder systems

0522-13 World-Wide Population Projection files (W/WPOP)

This database contains the urban and rural population density or total by country or specified area. Included are P-95 files (concentric circles with population bases of 25,000) and cell files (rural population projections)

Which are: maintained by DISA and managed by J-3/CSOD

*Data updated annually. Destroy/delete after second update. No historical data files are maintained or are required. Authority: N1-218-89-2 item 110*

Note: See 0542 for combatant command feeder systems

0522-14 Wind File (SIDAC Model) (GWC)

This database consists of three wind data files: mean monthly winds, most-probable monthly winds, and 36-hour forecast winds. Additionally, exercise winds for use in general war system exercises can be provided

Which are: maintained by DISA and managed by J-3/STRAT

*Destroy/delete when 2 months old or after third cycle. Authority: N1-218-89-2 item 033*

Note: See 0542 for combatant command feeder systems

0523 INFORMATION OPERATIONS/INFORMATION ASSURANCE



0523-01 Policies, procedures, and guidance relating to actions taken to affect adversary information and information systems, and actions taken to defend one's own information and information systems; this includes both offensive and defensive operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0523-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to information operations/information assurance

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0523-03 Files relating to operational activities and events within information operations/information assurance

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0523-04 Files relating to routine and administrative activities and events within information operations/information assurance

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities.*

0523-05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0524 – Reserved

0525 GLOBAL COMMAND AND CONTROL SYSTEM (GCCS)/WORLD-WIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)

0525-01 Documents that develop and coordinate command and control policies in implementing directives that define functional, organizational, and operational relationships between all elements of the GCCS/WWMCCS and establish responsibilities for the management, development, acquisition, and operation of GCCS/WWMCCS

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer by CY block to NARA after declassification review. Authority: NCI-218-84-1 item 330*

0525-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0525-03 Command, Control, Communications System Performance Evaluation Database (C3SPED)

The database is structured for batch and online retrievals with automated updates and query capabilities

Which are: maintained and managed by J-6

*Temporary--transaction--erase or replace individual records on disk when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 9*

Note: See 0542 for combatant command feeder systems

0525-04 C3S Planning and Programming Database (C3SPADB)

The C3SPADB contains justification for each program, project, or combatant command requirement to support development and prioritization ranking of options and positions. It consists of the following: detailed program data sheets, aggregated detailed data, priority lists by division, department and directorate; aggregated summary sheets and other appropriate reports as needed.

Which are: maintained by DISA and managed by J-6

*Temporary--transaction - erase or replace individual records on disk when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2 item 010*

Note: See 0542 for combatant command feeder systems

0525-05 NOC/MIS Permission File (PERMIS)

This database contains user identification or valid users and indicators for the systems of the NOMIS that user can update. No constraints are placed upon user access

Which are: maintained by DISA and managed by J-6

*Delete when related master file or database has been deleted. Authority: N1-218-89-2 item 070*

Note: See 0542 for combatant command feeder systems

0525-06 GCCS/WWMCCS Site Scheduled Outage (SCHEDOUT)

The database is an I-D-S file containing normal operational hours and schedules outages for each site for the last current and next month.

Which are: maintained by DISA and managed by J-6

*Data files updated by user, as required. Erase or replace individual records on disk when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2 item 086*

Note: See 0542 for combatant command feeder systems

0525-07 US Message Text Formatting (USMTF)

USMTF provides a data file for storing message standards. The data file produces catalogs of messages, sets and fields, and a keyword out-of-content dictionary to assist in checking for duplication and correct usage; checks compliance with USMTF rules and provides a list of rule violations; tracks the status of USMTF standard proposals and provide database statistics, and provides an on-line database update and an on-line query capability to compliment the batch processing capability.

Which are: maintained by DISA and managed by J-6

*Delete or erase after master file or database has been deleted. Authority: N1-218-89-2 item 108*

Note: See 0542 for combatant command feeder systems

0526 REPORTING SYSTEMS

0526-01 Reports submitted by combatant command and joint activities reporting to JS as required by JS Pub 1.03 and submitted through GCCS/WWMCCS

(See Pub 1.03 for index and types of reports submitted)

Which are: maintained as the official record copies

*Destroy/delete printout copy when 3 years old. Computer tape record transferred to Computer Output Microfilm (COM) at this point. Destroy/delete COM record when 20 years old. Authority: NCI-218-84-1, item 332.*

0526-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0527 ALERT, DEFCONS, INFOCONS, THREATCONS, WARNINGS, AND RULES OF ENGAGEMENT

0527-01 Policies and directives on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and rules of engagement

Which are: maintained by any Joint Staff activity as the official record copy

*Permanent. JS – Cut off when superseded or cancelled; after 7 years, transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NCI-218-84-1, item 334.*

0527-02 Which are: maintained by any combatant command activity as the official record copy

*Permanent. Combatant command - Cut off when superseded or cancelled; after 7 years, transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review.*  
*Authority:*

0527-03 False alerts, DEFCONS, INFOCONS, THREATCONS, and warnings final reports  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually at end of CY, hold 2 years, then transfer by CY block for disposition in accordance with 527-01.*  
*Authority: NC1-218-84-1 item 336*

0527-04 Routine correspondence and messages on alerts, DEFCONS, INFOCONS, THREATCONS, warnings, and rules of engagement  
Which are: maintained by any JS/combatant command activity  
*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority:*

0527-05 Rules of Engagement (ROE) database  
Provides and describes current rules of engagement for combatant and specified commands worldwide. The rules of engagement are compiled by theater.  
Which are: maintained by DISA and managed by J-3/RPD  
*Data updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: N1-218-89-2 item 082*

Note: See 0542 for combatant command feeder systems  
0527-06 Which are: maintained by JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

#### 0528 STRATEGIC WEAPON SYSTEMS

0528-01 Strategic weapons trouble/failure reports  
Consisting of: agency missile weapons, high energy laser systems, and FBM/SWS trouble/failure and corrective action reports  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when weapons system is removed from the inventory or when no longer needed for current mission.*

0528-02 Which are: maintained by JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

#### 0529 STRATEGIC FORCES

0529-01 Analyses of US strategic force postures and requirements including Continental Air Defense, Ballistic Missile Defense, Civil Defense, Space Defense, Strategic Command and Control, Warning and Surveillance and US Bomber Survivability. Studies and evaluations of alternative force postures, summaries of alternative programs for decisions on strategic defensive and command, control, and surveillance forces, including characteristics, effectiveness, costs, and alternatives to meet strategic objective.  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off when superseded, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 328*

0529-02 Which are: maintained by other JS/combatant command activities for reference (non-record)  
*Destroy/delete when no longer needed for reference.*

#### 0530 COMMAND AND CONTROL CENTERS

0530-01 Policies, procedures, and guidance relating to the establishment and operation of command centers  
Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0530-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to command and control centers

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0530-03 Files relating to operational activities and events within command and control centers

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0530-04 Files relating to routine and administrative activities and events within command and control centers

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0530-05 Command reports

Command reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations of their commands. Included are command reports, special reports, comments, evaluations, recommendations, lesson learned reports, and copies of maps, directives, overlays, sketches, or photographs supporting the reports.

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 5 years old. Transfer to NARA in 5-year blocks when 25 years old, after declassification review. Authority:*

0530-06 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0531 COMBAT CAMERA OPERATIONS RECORDS

0531-01 Policies, procedures, and guidance relating to support provided to JS/combatant command by combat camera operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off after revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0531-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed for reference. Authority:*

#### 0532 OPERATIONS SECURITY RECORDS

0532-01 Policies, procedures, and guidance relating to the establishment and execution of operational security

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0532-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to operational security

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0532-03 Files relating to operational security activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0532-04 Which are: reference copies of all above items held by any activity  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

0533 AIRSPACE MANAGEMENT

0533-01 Operational/administrative airspace management in domestic/foreign environments  
Consisting of: letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage  
Which are: at any JS/combatant command activity  
*Destroy/delete when superseded, obsolete, or no longer needed, whichever is longer.*

0533-02 Airspace flight routes and flight areas  
Consisting of: data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas; and special military/civil low altitude training routes, visual flight condition routes, and all weather low altitude routes  
Which are: any at JS/combatant command activity  
*Destroy/delete when superseded, obsolete, or no longer needed, whichever is later.*

0533-03 Airspace management agreements  
Consisting of: correspondence records, rules, reports between US government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative airspace use  
Which are: at any JS/combatant command activity  
*Destroy/delete 2 years after supercession/obsolescence or when no longer needed, whichever is later. Authority:*

0533-04 Aircraft clearances  
Information pertaining to requests for aircraft clearances  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete when 1 year old. Authority:*

0533-05 Which are: reference copies of all above items held by any activity  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

0534 SATELLITE AND SPACE OPERATIONS

0534-01 Policies, procedures, and guidance relating to the readiness of US space forces pertaining to space support to the warfighters; policy, planning, theater implementation, and contingency support  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review.*

0534-02 Files relating to requirements, oversight, and assessments including correspondence, staff papers, reports and similar documents relating to departmental policy and procedures of satellite and space operations  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cutoff annually or when superseded or obsolete. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0534-03 Which are: reference copies of all above items held by any activity  
*Delete/delete when superseded, obsolete, or no longer needed for reference Authority:*

0534-04 Sensor network tasking data (previously optical surveillance data)  
Consisting of: sensor tasking response data, tasking for such data, tracking reports such as element sets (ELSET) requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records

Which are: of special interest

*Destroy/delete when no longer needed. Authority:*

0534-05 Which are: of other than special interest

*Destroy/delete after 3 months. Authority:*

0534-06 Tracking and impact prediction (TIP) data

Consisting of: tracking and impact prediction record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data of specialized interest (most valuable data) of special interest

Which are: maintained by any JS/combatant command activity

*Permanent. After object decay, hold for 10 years then retire to inactive storage. Transfer to NARA in 5-year blocks when most recent document is 25 years old. Authority:*

0534-07 Which are: of other than special interest

*Destroy/delete 2 years after object decay. Authority:*

0534-08 Space operations logs.

Consisting of: data on daily operations

Which are: at space operations units or command and control activities

*Destroy/delete 6 months after last entry in log. Authority:*

0534-09 Missile warning system

Which are: at responsible activity

*Hold for life of missile warning system, destroy/delete upon termination of system. Authority:*

0534-10 Operations center activity log

Which are: at tactical warning/attack assessment and space surveillance functional OPRs

*Destroy/delete 1 year after last entry in log, or when no longer needed, whichever is later. Authority:*

0534-11 Launch information

Consisting of: case files consisting of how foreign launches are tracked, any problems, and related records

Which are: at responsible activity

*Destroy/delete 2 years after launch. Authority:*

0534-12 Consisting of: case files consisting of how cooperative launches are tracked, initial launch alert message, any problems, and related records

Which are: maintained by any JS/combatant command activity

*Destroy/delete 8 years after launch. Authority:*

0534-13 Technical reference material

Consisting of: satellite catalog, radar cross section catalog, foreign launch information publication (FLIP) catalog, and similar records (non-record)

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded.*

0534-14 Consisting of: radar cross section (RCS) catalog

Which are: at OPR

*Destroy/delete 10 years after superseded. Authority:*

0534-15 UN registry reports

Consisting of: copies of original reports sent to JCS for forwarding to United Nations

Which are: at command OPR

*Destroy/delete after 1 year. Authority:*

0534-16 Individual evaluation folders

Consisting of: letters of certification and decertification, and other records pertaining to an individual's mission-ready qualification status

Which are: at units and wings

*Give to individual upon transfer, reassignment, or separation. Authority:*

*Note: At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.*

0534-17 Consisting of: individual's record of duties and qualifications

Which are: at combatant command OPR.

*Destroy/delete when no longer needed.*

*Note: At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.*

0534-18 Evaluation materials

Consisting of: evaluation scenarios, scripts, written tests, annotated error guides, and other evaluation or simulation materials

Which are: at units and wings.

*Destroy/delete when superseded or obsolete*

0534-19 Operations records

Consisting of: positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders), and similar records

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 2 years. Authority:*

0534-20 Operations review

Consisting of: operations review panel and operations review board minutes

Which are: at units and above

*Destroy/delete after 2 years. Authority:*

0534-21 Consisting of: summary messages and trend analysis reports

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 1 year. Authority:*

0535 AEROSPACE DEFENSE OF NORTH AMERICA

0535-01 Correspondence, reports, briefings, and memorandums on the policies, procedures, and guidance relating to JS/combatant command and US Element NORAD involvement in NORAD's mission

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0535-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0536 ANTITERRORISM/FORCE PROTECTION PLANNING

0536-01 Policies, procedures, and guidance relating to antiterrorism/force protection activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0536-02 Files relating to oversight and assessments including correspondence, staff papers, reports, briefings, and similar documents relating to the preparation of joint doctrines and standards, plans, physical security, training, and resource requirements for antiterrorism/force protection activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0536-03 Files relating to operational activities and events within antiterrorism/force protection activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0536-04 Files relating to routine and administrative activities and events within antiterrorism/force protection activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0536-05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0537 COUNTERNARCOTIC PROGRAM

0537-01 Policies, procedures, and guidance relating to counternarcotics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0537-02 Files relating to oversight and assessments including correspondence, staff papers, reports, briefings, and similar documents relating to the preparation of joint doctrines and standards, plans, physical security, training, and resource requirements for counternarcotics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0537-03 Files relating to operational activities and events within counternarcotics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0537-04 Files relating to routine and administrative activities and events within counternarcotics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0537-05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0538 BALLISTIC MISSILE DEFENSE PLANS AND PROGRAMS

0538-01 Ballistic Missile Defense

Ballistic missile defense records relating to policy, planning, and interaction with OSD-level activities (Strategic Defense Initiative Organization, Ballistic Missile Defense Organization); to include requirements reviews, operational planning, and threat assessments, regarding national missile defense and theater missile defense.

Which are: maintained at JS/combatant command as the official record copy



*Permanent. Retire to inactive storage facility when 5 years old. Transfer to NARA in 5-year blocks when 25 years old, after declassification review. Authority:*

0538-02 Files relating to oversight and assessments including correspondence, staff papers, reports, briefings, and similar documents relating to ballistic missile defense plans and programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0538-03 Files relating to ballistic missile defense activities and operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0538-04 Files relating to routine and administrative activities and events relating to ballistic missile defense plans and programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0538-05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0539 CLIMATOLOGICAL/ENVIRONMENTAL FILES

0539-01 Documents relating to policies, procedures, and technical guidance governing environmental service programs for JS/combatant command and OSD

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 1 year, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer by CY block to NARA after declassification review. Authority: NC1-218-84-1, item 338.*

0539-02 Which are: maintained by any JS/combatant command activity for reference (non-record)

*Destroy/delete when no longer needed for reference*

0539-03 GCCS/WWMCCS Environment Support System Database (GWESS)

The ESS database is accessible through either Crisis Action Weather Support System (CAWSS) or NESS processing mode. The Air Force Global Weather Center is a major source for this database.

Which are: maintained by DISA and managed by J-3

*Data file updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 111*

Note: See 0543 for combatant command feeder systems

0539-04 Crisis Action Weather Support System (CAWSS)

This file consists of environmental condition data worldwide

Which are: maintained by DISA and managed by J-3

*Data updated hourly. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 013*

Note: See 0543 for combatant command feeder systems

0539-05 Local Area Weather Routine (LOCAL)

LOCAL provides for the Washington, D.C., metropolitan area the latest observations from local terminals a short-range forecast, a climatological summary, and daily minimum and maximum temperatures. It is updated on an hourly basis as a byproduct of updating on the Observation File (OBS).

Which are: maintained by DISA and managed by J-3

*Data updated hourly as a by-product of updating the OBS file. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 047*

0539-06 Miscellaneous Bulletin File (MIS1-MIS2)

This file contains a variety of bulletins such as alphanumeric information from the AFGWC selective display model. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

*Data updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 052*

Note: See 0543 for combatant command feeder systems

0539-07 Notice Bulletin File (NOTE). NOTE indicates which CAWSS files contain current information

It is updated as required.

Which are: maintained by DISA and managed by J-3

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 065*

Note: See 0543 for combatant command feeder systems

0539-08 Observation File (OBS)

OBS contains the latest observation for those weather stations and ships within the specific area of interest. It is updated at least once every 6 hours.

Which are: maintained by DISA and managed by J-3

*Data updated at least once an hour. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 065*

Note: See 0543 for combatant command feeder systems

0539-09 Sea-State Bulletin File (SEA)

SEA contains information on waves, swells, high winds and other hazards to open ocean shipping. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

*Data updated every 12 to 14 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 089*

Note: See 0543 for combatant command feeder systems

0539-10 Station List File (SLIST)

Provides a listing of world-wide weather stations of major significance and each station's ICAO code. It also indicates for which ICAO codes the database contains current observations and forecasts. Updated as required.

Which are: maintained by DISA and managed by J-3

*Data files updated required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 091*

Note: See 0543 for combatant command feeder systems

0539-11 Surf Bulletin File (SURF)

This file contains an analysis and specific data on SURF conditions for close shore activity, landing zones, and ports. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

*Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 098*

Note: See 0543 for combatant command feeder systems

0539-12 Staff Weather Officer Bulletin (SW01-SW08)

This file contains plain language messages that contain current and expected conditions in a specified area and/or for a particular mission. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

*Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 099*

Note: See 0543 for combatant command feeder systems

0539-13 The Aerodrome Forecast File (TAFS)

TAFS contains the latest forecasts for those weather stations within the specific area of interest. It is updated once every 6 hours.

Which are: maintained by DISA and managed by J-3

*Data files updated once every 6 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 100*

Note: See 0543 for combatant command feeder systems

0539-14 Time-Enroute Bulletin File (TER1-TER2)

This file contains time-enroute projections based on climatological data for standard routes of many tactical and strategic aircraft.

Which are: maintained by DISA and managed by J-3

*Data files updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 101*

Note: See 0543 for combatant command feeder systems

0539-15 Wind Bulletin File (WND1-WND3)

This file contains information on upper winds and/or information on low-level winds for particular applications, such as PARADROP. It is updated every 12 to 24 hours.

Which are: maintained by DISA and managed by J-3

*Data files updated every 12 to 24 hours. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NC1-218-89-2 item 113*

Note: See 0543 for combatant command feeder systems

0540 BIOLOGICAL RECORDS

0540-01 Records relating to biological warfare plans and programs

Which are: maintained by any JS/combatant command activity

*Permanent. Retire when 4 years old to inactive storage facility. Transfer to NARA when 25 years old after declassification review. Authority:*

0540-02 General correspondence of a routine internal nature

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old. Authority:*

0541 CHEMICAL RECORDS

0541-01 Records relating to chemical warfare plans and programs

Which are: maintained by any JS/combatant command activity

*Permanent. Retire when 4 years old to inactive storage facility. Transfer to NARA when 25 years old after declassification review. Authority:*

0541-02 General correspondence of a routine internal nature  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete when 3 years old. Authority:*

0542 OPERATIONS, PLANNING, COMMAND, AND CONTROL ELECTRONIC MAIL AND WORD  
PROCESSING SYSTEM COPIES

0542-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:*

0542-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed. Authority:*

0543 OPERATIONS, PLANNING, COMMAND, AND CONTROL COMBATANT COMMAND ELECTRONIC  
FEEDER SYSTEMS

0543-01 Electronic systems at combatant command that serve as a feeder system to the JS

Which are: JS system is disposable

*Destroy/delete when data is transmitted to JS or when superseded or obsolete, whichever is later. Authority:*

0543-02 Which are: JS system is permanent

Submit SF 115 through combatant command records manger to JS for processing

0600 SERIES--LOGISTICS, SUPPLY, SERVICES, AND BUDGET

0601 GENERAL LOGISTICS RECORDS

0601-01 Policies, procedures, and guidance relating to logistics activities including but not limited to airlift, sealift, ground transportation, stockpiling, ammunition (to include Explosive Ordnance Disposal (EOD)), petroleum, oils, and lubricants, and related maintenance

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0601-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to logistics activities, including EOD

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0601-03 Files relating to routine and administrative activities and events within logistics activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0601-04 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0602 MOBILIZATION LOGISTICS RECORDS

0602-01 Policies, procedures, and guidance relating to mobilization logistical activities such as prepositioning equipment and materials, rations, etc.

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0602-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to mobilization logistical activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0602-03 Files relating to routine and administrative activities and events within mobilization logistical activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0602-04 Nuclear weapons stock record accounts

Which are: supply records or materiel courier receipts

*Destroy/delete 7 months after audit of the account. Authority:*

0602-05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0603 NUCLEAR, BIOLOGICAL, AND CHEMICAL WEAPONS LOGISTICS

0603-01 Policies, procedures, and guidance relating to the storage, maintenance, and movement of nuclear, biological, and chemical weapons

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0603-02 Files relating to oversight and assessment of nuclear, biological, and chemical weapons including correspondence, staff papers, reports and similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 10 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0603-03 Files relating to routine and administrative activities and events related to nuclear, biological, and chemical logistics to include storage, maintenance, and movement

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0603-04 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0604 MOBILIZATION SUPPORT MATERIALS

0604-01 Policies, procedures, and guidance relating to the storage, maintenance, and distribution of mobilization support materials other than fuel, weapons, ammunition, and equipment (e.g., rations, water)

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0604-02 Files relating to routine and administrative activities and events relating to the storage, maintenance, and distribution of mobilization support materials

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0604-03 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0605 PLANNING, PROGRAMMING, AND BUDGET SYSTEM

0605-01 Policies, procedures, and guidance relating to the planning, programming, and budget system

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation hold 5 years then transfer by FY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0605-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to the planning, programming, and budget system

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 10 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0605-03 Files relating to routine and administrative activities and events within the planning, programming, and budget system

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, at end of FY, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0605-04 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0606 BUDGET ESTIMATES AND JUSTIFICATIONS & PROGRAM OBJECTIVE MEMORANDUM (POM) RECORDS

0606-01 Budget estimates, preparation, development, review, justification, submission, defense, approval, and justification of the budget. Includes proposed appropriation sheets, narrative statements, and related schedules and data to include justification documentation and submission documents for the POM

Which are: maintained by the JS/combatant command Comptroller, as the official record copy

*Permanent. Cut off annually at end of FY, hold 2 years, then transfer by FY block to inactive storage facility. 25 years after cutoff transfer in 5-year FY blocks to NARA after declassification review. Authority: NC1-218-84-1 item 394*

0606-02 Which are: prepared by JS/combatant command activities to document budget requirements

*Cut off annually at end of FY, hold 1 year, then destroy. Authority: NC1-218-84-1 item 395*

0606-03 Files relating to routine and administrative activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, at end of FY, destroy/delete 5 years after cutoff unless needed longer for reference activities.*

*Authority:*

0606-04 Which are maintained by other activities for reference (non-record)

*Destroy/delete when no longer needed.*

0607 COMPTROLLER'S AUTOMATED BUDGET SYSTEM (CABS)

0607-01 CABS database

CABS is an automated financial management system that was designed to streamline the JS Comptroller and directorate procedures for managing resources, processing financial documents, and reconciling records and official Washington Headquarter Service (WHS) records. CABS users can produce Travel Orders (DD 1610s), Training Requests (DD 1556s), MIPRs, DD 1262s, and SF 34s. To access this database, permission must be received from the owner of the host database. The JS Comptroller is the OPR for the CABS database

Which are: system data maintained by the JS

*Temporary. Destroy/delete after GAO audit or after 6 years, whichever is sooner.*

0607-02 Which are: system documentation maintained by the JS

*Destroy/delete after system is terminated and all system data has been disposed.*

0607-03 Which are: system input maintained by the JS

*Apply approved authorized disposal found elsewhere in this schedule or the Service schedules as applicable.*

0607-04 Which are: system output maintained by the JS

*Official record copies scheduled elsewhere. Other copies maintained for reference, destroy/delete when no longer needed.*

0608 PROGRAMMING AND BUDGET SYSTEM (PBS)

0608-01 PBS database

The PBS Database Management System (DBMS) application is designed to assist the JS Comptroller staff in preparing the JS budget. The PBS consists of programs and related data files that provide the ability to manage the JS budget through screen handling, data queries, and reports. JS personnel responsible for the formulation of changes to the JS budget can examine current and historical budget data, create and edit Decision Joint Requirements Packages (DJRPs), and submit DJRPs for review, validation, and possible approval. Approved DJRPs are then merged into the JS budget. JS personnel involved in development of the JS budget can review proposed DJRPs, manage budget data, manage administrative data relative to database functions, and review funded programs. To access this database, permission must be received from the owner of the host database. The JS Comptroller is the OPR for the PBS database

Which are: system data maintained by the JS

*Temporary. Destroy/delete after GAO audit or after 6 years, whichever is sooner.*

0608-02 Which are: system documentation maintained by the JS

*Destroy/delete after system is terminated and all system data has been disposed.*

0608-03 Which are: system input maintained by the JS

*Apply approved authorized disposal found elsewhere in this schedule or the Service schedules as applicable.*

0608-04 Which are: system output maintained by the JS

*Official record copies scheduled elsewhere. Other copies maintained for reference, destroy/delete when no longer needed.*

#### 0609 FINANCIAL MANAGEMENT

0609-01 Policies, procedures, and guidance relating to financial management activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0609-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to financial management activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0609-03 Files relating to specific financial management activities (e.g. expenditure accounting, preparation of accounting ledgers, reconciliations, journals, unit funds, financial property accounting, cost accounting)

Which are: maintained by any JS activity as the official record copy

*Cut off annually, destroy/delete when no longer needed for reference. Authority:*

Note: Information copies only—JS record copies maintained by WHS, Accounting

0609-04 Files relating to routine and administrative activities and events within financial management

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0609-05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0609-06 Government Contractor-Issued Travel Card. Administrative support and control of charge cards (e.g. American Express, Diners Club) including card application form, applicant acknowledgements, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency report, trial balance, monthly statistical report, payment coupon, payment summary account activity, and related records.

Which are: maintained at unit coordinator, applicant office, or recruiting office

Destroy 3 year after the later of either closure of appropriate account or settlement of any outstanding claim or discrepancy. [GRS 6, item 5b]

#### 0610 PAYROLL



0610-01 Biweekly cost reports

Which are: maintained by JS/combatant command Comptroller as the official record copy  
*Cut off annually at end of CY, hold 3 years, then destroy. Authority: NCI-218-86-1 item 106*

0610-02 Overtime reports and related documents

Which are: maintained by JS/combatant command Comptroller as the official record copy  
*Cut off annually at end of FY, hold 3 years, then destroy. Authority: NCI-218-86-1 item 107*

0610-03 Which are: maintained by other JS/combatant command activities

*Cut off annually at end of FY, hold 3 years, then destroy. Authority: NCI-218-86-1 item 108*

0611 PROCUREMENT

0611-01 Policies, procedures, and guidance relating to procurement activities

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. After revision, supersession, or cancellation hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0611-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to procurement activities

Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0611-03 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0611-04 Routine procurement files

Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. Procurement or purchase organization copy, and related papers. Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining simplified acquisition threshold)

Which are: transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000 and are maintained by JS/combatant command as official record copy  
*Destroy/delete 6 years and 3 months after final payment. GRS 3 item 3a(1)(a).*

0611-05 Which are: transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000 and are maintained by JS/combatant command as official record copy

*Destroy/delete 3 years after final payment. GRS 3 item 3a(1)(b).*

0611-06 Which are: transactions dated earlier than July 3, 1995. Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000 and maintained by JS/combatant command as official record copy

*Destroy/delete 6 years and 3 months after final payment. GRS 3 item 3a(2)(a).*

0611-07 Which are: transactions that utilize small purchase procedures and all construction contracts under \$2,000 and maintained by JS/combatant command as official record copy

*Destroy/delete 3 years after final payment. GRS 3 item 3a(2)(b)*

0611-08 Obligation copy

Which are: maintained by JS/combatant command as official record copy  
*Destroy/delete when funds are obligated. GRS 3 item 3b*

0611-09 Other copies of records described above used by component elements of a procurement office for administrative purposes

Which are: maintained by JS/combatant command as official record copy

*Destroy/delete upon termination or completion of action. GRS 3 item 3c*

0613-10 International Merchants Purchase Authorization Card (IMPAC) Administration

Administrative support and control of the IMPAC system and associated cards and checks e.g. card application forms, acknowledgements of receipt; delinquent and transfer notices; account cancellation control logs, tax reimbursement receipts; maintenance forms; payment summaries, and related reports

Which are: maintained by JS/combatant command as official record copy

*Destroy/delete upon termination or completion of action. Authority:*

#### 0612 CONTRACT APPEALS CASE FILES

0612-01 Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers

Which are: records created prior to October 1, 1979 and maintained by JS/combatant command as official record copy

*Destroy 6 years, 3 months after final action on decision Authority: GRS 3, item 15a*

0612-02 Which are: records created after September 30, 1979 and are maintained by JS/combatant command as official record copy

*Destroy 1 year after final action on decision. Authority: GRS 3, item 15b*

#### 0613 (604) SUPPLY, PROPERTY AND SPACE MANAGEMENT, AND SERVICES

0613-01 Policies, procedures, and guidance relating to supply and property management activities

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0613-02 Files relating to routine administrative supply and property management activities (e.g., storage and warehousing, inventories, requisitions (to include nonpersonal services), reports of survey and bills of lading, property and space management, property accounting books and receipts, packing and shipping)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete when superseded, obsolete, or 2 years old whichever is later. Authority:*

0613-03 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0613-04 (604-03) Supply Management Information System Master Files (SMIS)

This file consists of procurement actions and information on supply functions. Included within this file are: asset balance file, art collection inventory, accountability master file, accounting table, budget file table, SMIS budget file, daily transaction file, dues file, object classification table, 1262 action file 1262 file, source code file and transaction history file

Which are: maintained by JSSSO with maintenance responsibilities and JSSSO with JS/combatant command office of primary responsibilities

*Data files updated as required. Housekeeping system--JSI5760.2, 1003-1, disposition is that of the hard copy documenting the same process, transaction, or case. Erase or replace individual records on disk or tape when superseded or no longer needed for administrative or operational purposes. Authority: NI-218-89-2 item 092*

0613-05 USSTRATCOM supply system management.

Consisting of: USSTRATCOM forms

Which are: at USSTRATCOM supply support of maintenance activities  
*Destroy/delete after 1 year. Authority:*

0614 TRANSPORTATION, TRAVEL, AND PASSENGER REIMBURSEMENT

0614-01 Policies, procedures, and guidance relating to transportation and travel

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0614-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to transportation and travel

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0614-03 Files relating to operational activities and events within transportation and travel

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0614-04 Files relating to routine and administrative activities and events within transportation and travel (e.g. accountability records, requests, vouchers, registers, area clearances, cargo and freight shipments)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0614-05 Travel administrative office files to include records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of FY, hold 3 years, then destroy. Authority: GRS 9 item 3a*

0614-06 Obligation copies

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when funds are obligated. Authority: GRS 9 item 3b*

0614-07 Which are: maintained by other JS/combatant command activities as a reference copy (non-record)

*Cut off annually at end of FY, hold 1 year, then destroy.*

0615 GROUND SUPPORT EQUIPMENT AND MAINTENANCE RECORDS

0615-01 Files relating to guidance, procedures, operational activities and events within ground support equipment and maintenance

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0615-02 Files relating to routine and administrative activities and events within ground support equipment and maintenance records (e.g. testing and calibration, maintenance records, inspections, logs)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0615-03 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0616 GENERAL SAFETY RECORDS

0616-01 Files relating to guidance and procedures for safety programs (e.g., awareness, training, accident and incident, standards, surveys, hazards)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0616-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to safety programs (e.g. inspections, evaluations)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0616-03 Files relating to routine and administrative activities and events within safety programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0616-04 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0617 NUCLEAR SAFETY PROGRAM

0617-01 Policies, procedures, and guidance relating to the nuclear safety program

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0617-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to the nuclear safety program

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 25 years after cutoff unless needed longer for reference activities. Authority:*

0617-03 Files relating to nuclear operational activities and events

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 25 years after cutoff unless needed longer for reference activities. Authority:*

0617-04 Files relating to routine and administrative activities and events within the nuclear safety program

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 15 years after cutoff unless needed longer for reference activities. Authority:*

0617-05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0618 LOGISTICS, SUPPLY, SERVICES, AND BUDGET ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0618-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:*

0618-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed.*

0619 LOGISTICS, SUPPLY, SERVICES, AND BUDGET COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0619-01 Electronic systems at combatant command that serve as a feeder system to the JS

Which are: JS system is disposable

*Destroy/delete when data is transmitted to JS or when superseded or obsolete, whichever is later. Authority:*

0619-02 Which are: JS system is permanent

Submit SF 115 through combatant command records manager to JS for processing

0700 SERIES--COMMUNICATIONS AND ELECTRONICS

0701 COMMUNICATIONS AND ELECTRONICS POLICIES, PROCEDURES, AND REPORTS

0701-01 Policies, procedures, and guidance relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0701-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0701-03 Routine and administrative correspondence for activities and events relating to communications and electronics

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 12 item 2a*

0701-04 Communications general files including plans, reports, and other records pertaining to equipment requests, telephone, personal wireless communication services and like matters

Which are: maintained by JS and combatant command as the official record copy

*Cut off annually at end of CY, hold 3 years, then destroy. Authority: GRS 12 item 2b*

0701-05 Communication statistical reports, including cost and volume data

Which are: maintained by JS and combatant command as the official record copy

*Cut off annually at end of CY, hold 1 year, then destroy. Authority: GRS 12 item 2c*

0701-06 Operational control records consisting of: logs (service, circuit status, intercept, service message, on line/off line work request control, high precedence message); messages (high precedence, service, service interruption); message registers; records on multiple and book messages processed; number sheets (operator, circuit, message, and channel); reports (performance, equipment performance, interface/trouble, auxiliary line equipment); maintenance work orders, magnetic tape library inventories; shift supervisor checklists; and similar documents

Which are: maintained by JS and combatant command as the official record copy

*Destroy/delete after 6 months. Authority: GRS 12 item 3a*

Note: Contingency planning communications records (e.g., natural and manmade disasters): see 0516 series

0701-07 Communications requirements documents consisting of requests for support, equipment, systems, software, etc., for example Communications System Requirement Document (CSR) or like documents

Which are: maintained by JS and combatant command as the official record copy

*Destroy/delete when superseded, obsolete, or no longer needed for reference whichever is later Authority:*

0701-08 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0702 COMMUNICATIONS - ELECTRONICS BOARDS See 0109 series

0703 COMMUNICATIONS AGREEMENTS

0703-01 Copies of agreements with background data and other records relating to agreements for communications services

Which are: maintained by JS and combatant command as the official record copy

*Destroy/delete 2 years after expiration or cancellation of agreement. Authority: GRS 12 item 2e*

0703-02 Which are: maintained by other JS/combatant command activities  
*Destroy/delete when no longer needed for reference. Authority: NC1-218-84-1 item 425*

0704 ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)

0704-01 ACP are noncryptographic publications containing Allied Communications procedures developed by the Combined Communication Electronics Board (CCEB) for guidance and use in Allied forces, and supplements issued thereto

Which are: maintained by Military Communications Electronic Board, (MCEB) as the official record copy  
*Permanent. Cut off when superseded or cancelled, hold 2 years, then retire to inactive storage facility. 25 years after cutoff transfer 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 446*

0704-02 Which are: maintained by other JS/combatant command activities  
*Destroy/delete when no longer needed for reference. Authority: NC1-218-84-1 item 447*

0704-03 NATO Supplements to ACP documents

Which are: maintained by JS and combatant command as the official record copy  
*Destroy/delete when no longer needed for reference. Authority: NC1-218-84-1 item 448*

0704-04 Which are: maintained by other JS/combatant command activities  
*Retain in accordance with 0811-02. Authority: NC1-218-84-1 item 449*

0705 JOINT ARMY-NAVY-AIR FORCE PUBLICATIONS (JANAPs)

0705-01 JANAPs are US communication publications developed by US MCEB primarily for use by US forces

Which are: maintained by MCEB as the official record copy  
*Permanent. Cut off when superseded or cancelled, hold 2 years, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 450*

0705-02 Which are: maintained by other JS/combatant command activities (non-record)  
*Destroy/delete when no longer needed for reference.*

0706 NATIONAL MILITARY COMMAND SYSTEM (NMCS) INFORMATION AND DISPLAY SYSTEM (NIDS)

0706-01 NIDS provides a real-time interactive system designed to support the National Military Command Center (NMCC's) integrated information requirements during operations and crisis-management activities. It principally provides automated message handling support to the NMCC operations teams. It also provides briefing support and other automated support to the NMCC. NIDS includes an interface to the H6000 readiness system and access to selected WWMCCS/GCCS databases continuously (24 hours a day, 7 days a week)

Which are: maintained by DISA and managed by J-3/CSOD  
*Data updated as required. Destroy/delete when 30-days old (Message traffic). Authority: NI-218-89-2 item 59*

Note: See 0721 for combatant command feeder systems

0707 NMCS PROCESSING AND DISPLAY SYSTEM (NPDS)

0707-01 NPDS

NPDS processes high-speed messages in a real-time environment. Selectable tactical warning and assess-data formats are shown on display devices. NPDS supports the DIA and NMCC operations teams and provides the NCA with decision making information

Which are: maintained by DISA and managed by JS J-3  
*Review tape library semi-annually--destroy after third update or when no longer needed for reference.*

*Note: Tapes are marked "destroy after date" or "indefinite"; normally, after 1 to 2 years, the data would no longer be of any value to users. Authority: NI-218-89-2 item 62*

0707-02 QSAVE (NPDS - QSAVE) (QSAVE)

This database consists of a snapshot portrayal for the current system configuration (NPDS)

Which are: maintained by DISA and managed by JS J-3

*Data files backup daily-- Erase or replace individual records on disk or tape when for administrative or operational purposes. Data is overwritten after third update or after four days. Authority: NI-218-89-2 item 79*

0707-03 SECURE (SECURE)

This database consists of all backup removable disk media available to the NMCC

Which are: maintained by DISA and managed by JS J-3

*Weekly system save. Retain for two cycles, then reuse. Authority: NI-218-89-2 item 59*

0708 FREQUENCY/SPECTRUM MANAGEMENT

0708-01 Policies, procedures, and guidance relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0708-02 Files relating to oversight and assessments including correspondence, staff papers, reports, and similar documents relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0708-03 Routine and administrative records relating to frequency/spectrum management

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0708-04 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0708-05 Allocation and frequency usage records

Records documenting the application, coordination, approval and authorization and of frequency allocations for operational use of communication equipment and systems and actual usage

Which are: maintained by any JS/combatant command activity as the official record copy

*Transfer noncurrent records to inactive storage facility. Destroy/delete when 10 years old or 10 years after revocation of allocation whichever is later. Authority:*

0708-06 Satellite/radio frequency listings/authorizations

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded, cancelled, or when no longer needed, whichever is later. Authority:*

0708-07 Propagation records

Records of special frequency predictions including tables of maximum useable frequency/frequency optimum traffic (MUF/FOT) for times of day

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when 2 years old*

0709 STANDARDS OF INTEROPERABILITY



0709-01 Interoperability standards

Includes specifications, doctrine, and guidance pertaining to the interoperability of tactical communications equipment

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 5 years after equipment obsolescence.*

0709-02 Interface planning

Plans, reports, and other records relating to the development, coordination, and approval of technical interface concepts and technical interface designs for communications

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when 5 years old.*

0709-03 Joint test procedures and results

Reports, analyses, and similar documents relating to test philosophies, proposals, and procedures. Included are test results, coordination actions, and recommendations for implementing action

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when 10 years old.*

0709-04 Which are: maintained by any JS/combatant command activity as the reference copy (non-record)

*Destroy/delete when information no longer required.*

0710 CRYPTOLOGY RECORDS

0710-01 Policies, procedures, and guidance relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0710-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0710-03 Operational activities and events relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0710-04 Routine and administrative activities and events relating to cryptology

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0710-05 Records relating to the physical security of cryptographic equipment and materials

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when 2 years old or when no longer needed for operations, whichever is later.*

0710-06 Records relating to software changes which do not affect the electronic or mechanical characteristics of cryptographic equipment

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded or obsolete.*

0710-07 Which are: reference copies of all above items held by any activity (non-record)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0711 COMMUNICATIONS VOUCHERS

0711-01 Accountable officer's copies of vouchers, bills, invoices, and related records

Which are: maintained by JS and combatant command as the official record copy

*Cut off annually at end of FY, hold 6 years, then destroy. Authority: GRS 6 item 1a*

0711-02 Reference copies of vouchers, bills, invoices, and related records

Which are: maintained by JS and combatant command as the official record copy

*Cut off annually at end of FY, hold 1 year, then destroy. Authority: GRS 12 item 2d(1)*

0711-03 Records relating to installation change, removal, and servicing of equipment

Which are: maintained by JS and combatant command as the official record copy

*Destroy/delete 1 year after audit, or when 3 years old, whichever is sooner. Authority: GRS 12 item 2d(2)*

0712 COMMUNICATION/MESSAGE CENTER OPERATIONS

0712-01 All electronic messages handled by the JS/combatant command Message Center

Which are: incoming and outgoing messages maintained at the JS message center for reference purposes only

*Destroy/delete record when 2 years old. Authority: NC1-218-89-1, item 015*

0712-02 Which are: incoming and outgoing messages maintained at combatant command

*Destroy/delete record when 6 months old. Authority:*

0712-03 Message reading files of incoming and/or outgoing message traffic

Which are: chronologically arranged extra copies, circulated for information purposes within a JS/combatant command element

*Cut off annually at end of CY, hold 1 year, then destroy. Earlier destruction is authorized. Authority: NI-218-86-1 item 109*

0712-04 Incoming or outgoing electronic messages in SCI channels for JS/combatant command addressees

Which are: received in the DIA Comm Center and retained in computer storage for approximately 30 days

*Erased. Authority: NI-218-86-1 item 110*

0712-05 Correspondence and related documents pertaining to the management of message Address Indicating Group (AIGs), Plain Language Address Directory (PLAD), Collective Address Designators (CADs), and Defense Message System (DMS) Directory Information Tree (DIT) appointment for Authorizing Official (AO) and Organizational Responsible Authority (ORA) by the cognizant authority

Which are: maintained by JS/combatant command as the official record copy

*Review annually, purge, and place extraneous papers in inactive file when no longer needed or used. Cut off inactive file annually, hold 2 years, then destroy. Authority: NI-218-89-1 item 016*

0712-06 Incoming electronic messages, including messages requiring special handling such as SPECAT, SIOP-ESI, SPECAT (codeword), SPECAT EXCLUSIVE FOR, RESTRICTED DATA or FORMERLY RESTRICTED DATA, and LIMDIS

Also included are those having delivery instructions such as FOR or PERSONAL FOR and those held in SSO facilities

Which are: received and maintained by JS/combatant command addressee in mission or subject files

*Disposition is that of the particular mission or subject file. Authority: NI-218-86-1 item 111*

0712-07 Joint Message Form containing approved text for outgoing messages

Which are: received in the JS/combatant command Message Center and filed by date-time group after dispatch

*Destroy/delete by 30-day blocks after 3-months old. Authority: NI-218-89-1 item 017*

0712-08 Which are: original Joint Message Form authenticated for release and filed by date-time group in the DIA Comm Center

*Destroy/delete after 30 days. Authority: NC1-218-84-1 item 444*

0713 OTHER MESSAGES

0713-01 All types of incoming messages provided to principals (e.g., ODJS)

Which are: maintained by any JS/combatant command activity.

*Destroy/delete when 90 days old. Authority: NC1-218-84-1 item 431*

0713-02 Special handling messages received by CJCS

Which are: maintained by JS activities as the official record copy.

*Permanent. JS - Cut off at expiration of CJCS's tour, hold 2 years, then transfer entire block through R&A Br to the JS RHA. 25 years after cutoff transfer entire block to NARA after declassification review. Authority: NC1-218-84-1 item 434*

0713-03 Special handling messages received by CINC

Which are: maintained by combatant command as the official record copy

*Combatant command - Cut off at expiration of CINCS's tour, hold 2 years, then transfer entire block to inactive storage facility. 25 years after cutoff, transfer entire block to NARA after declassification review.*

0713-04 Incoming electronic messages pertaining to NATO

Which are: COSMIC TOP SECRET and all ATOMAL classifications received in the JS/combatant command Subregistry. Controlled as regular NATO documents

*Disposition in accordance with 0811-01. Authority: NC1-218-84-1 item 437*

0713-05 Which are: NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED and NATO unclassified messages received in JS/combatant command control points from the JS/combatant command message center

*Destroy/delete within 30 days; if required beyond 30 days, deliver to the JS/combatant command subregistry for introduction into the NATO system as a regular NATO document, then disposition is in accordance with 0811-02. Authority: NC1-218-84-1 item 438*

0713-06 Which are: NATO exercise messages regardless of classification, received by exercise participants from the JS/combatant command message center

*Destroy/delete within 30 days after termination of the exercise. Those determined to have retention value beyond 30 days will be delivered to JS/combatant command subregistry for introduction into the NATO system as a regular NATO document with disposition in accordance with 0811-02. Authority: NC1-218-84-1 item 439*

0713-07 Outgoing electronic messages prepared by JS/combatant command element

Which are: comeback copies received in the originating office and filed in mission or subject files, including those held in SSO facilities

*Disposition is that of the particular mission or subject file. Authority: NI-218-86-1 item 116*

0713-08 Which are: currently held in the JS records center

*Destroy/delete microfilm sets when no longer needed for reference. Authority: NC1-218-84-1 item 442*

0714 SATELLITE COMMUNICATIONS (SATCOM) RECORDS

0714-01 Policies, procedures, and guidance relating to satellite communications

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0714-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to satellite communications

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0714-03 Routine and administrative activities and events relating to satellite communications

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0714-04 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0715 TECHNICAL CONTROL FUNCTIONS/PATCH AND TEST FACILITIES

0715-01 History folder (circuit, trunk link, route, or system history)

Records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test date (DD Form 1697); technical evaluation program reports (TEP); out-of-service quality control test records, to include spare channel test results; analysis products; and other related historical material

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded or 6 months after deactivation, whichever is later, except quality control test records which will be destroyed when replaced with the next like test record. Authority:*

*Note: Out of service Q.C. testing records will be replaced with the next like test, the current year's annual test results will replace the previous year's annual test results, and the current quarterly test results.*

0715-02 Technical control operations

Quality control test schedules, reporting guides, circuit/trunk directories; DCA engineering drawings; systems/circuit layout diagrams/records (DD Form 1441); fault isolation charts/diagrams; and related products

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when superseded, except DD Form 1441, which will be retained for 6 months after circuit deactivation, then destroy. Authority:*

0715-03 Operational direction/coordination messages (ODM/OCM), record of frequency use/changes, and related products

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete after 1 year. Authority:*

0715-04 Routine administrative records (Master station logs, master clock logs, outage reports, performance reports, worksheets, status reports, and other related records)

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete after 1 year. Earlier destruction is authorized if administrative needs have been met. Authority:*

#### 0716 CIRCUIT RECORDS

0716-01 Networks and landlines

Files relating to planning, operations, and resources for networks and landlines

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 months after supersession or when circuit/landline is terminated.*

0716-02 Automated Digital Information Network (AUTODIN) switching centers (ASC)

Which are: files pertaining to planning for establishing or deactivating ASC

*Destroy/delete 1 year after switching center is deactivated.*

0716-03 Which are: files relating to operations of the ASC

*Destroy/delete when 2 years old.*

0717 JOINT INTEROPERABILITY OF TACTICAL COMMAND AND CONTROL SYSTEM (JINTACCS) FILES

0717-01 JINTACCS interface planning files

Information relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems

Which are: at office having responsibility

*Permanent. Place in file on discontinuance of JINTACCS activity and cut off at the end of that year. Retire to inactive storage when 5 years old. When 25 years old, transfer to NARA after declassification review.*

0717-02 Which are: at other offices

*Destroy/delete after 2 years. Authority:*

0717-03 JINTACCS test procedures and plans

Information relating to development of test philosophies, proposals, plans and procedures. Included are coordination actions, recommendations from Services or agencies, recommendations regarding implementing actions, and joint interface implementation plans

Which are: at office having responsibility

*Destroy/delete 5 years after discontinuance of activity.*

0717-04 Which are: at other offices

*Destroy/delete after 2 years. Authority:*

0717-05 JINTACCS configuration management files

Information relating to the management and standardization of configuration for tactical command and control systems. Included are proposed changes to data messages and data standards and actions related to those changes

Which are: at office having responsibility

*Permanent. Cut off on discontinuance of activity. Retire to inactive storage when 5 years old. When 25 years old, transfer to NARA after declassification review.*

0717-06 Which are: at other offices

*Destroy/delete after 2 years. Authority:*

0717-07 JINTACCS data standardization files

Information identifying data elements and standardized message formats to be used by Services and agencies in achieving interoperability and compatibility of both manual and automated systems. Included are data dictionaries

Which are: at office having responsibility

*Permanent. Cut off on discontinuance of activity. Retire to inactive storage when 5 years old. When 25 years old, transfer to NARA after declassification review.*

0717-08 Which are: at other offices

*Destroy/delete after 2 years. Authority:*

0718 GCCS/WWMCCS See 0525 series

0719 ELECTRONIC WARFARE AND COUNTER-MEASURE

See ??? series

0720 COMMUNICATIONS AND ELECTRONICS WORD PROCESSING AND ELECTRONIC MAIL SYSTEM COPIES

0720-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule

Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced Authority:*

0720-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed. Authority:*

0721 COMMUNICATIONS AND ELECTRONICS COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0721-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority:*

0721-02 Which are: joint system is unscheduled

Submit SF 115 to NARA for feeder and/or joint systems

0800 SERIES—INTERNATIONAL

0801 INTERNATIONAL NEGOTIATIONS

0801-01 Policies, procedures, and guidance relating to international negotiations. Includes advice formulation and coordination of JS/combatant command positions relating to international negotiations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at the end of each series of negotiation talks, hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer entire set to NARA after declassification review. Authority: NC1-218-84-1 item 457*

0801-02 Scientific, engineering, and other support documents directed toward current strategic policy issues associated with discussion alternatives in negotiations

Which are: maintained by JS and combatant command as the official record copy

*Permanent. Cut off at the end of each series of negotiation talks, hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer entire set to NARA after declassification review. Authority: NC1-218-84-1 item 459*

0801-03 Which are: maintained by any JS/combatant command activities for reference (non-record)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0802 INTERNATIONAL AGREEMENTS

0802-01 Policies, procedures, and guidance relating to the establishment of international agreements

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0802-02 Agreements in which the JS provides representation, recommendations, guidance, and the final signed agreements

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, obsolete, or cancelled, hold 5 years, transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 466*

0802-03 Country Agreements

Host-nation agreements between Military Department, US forces in country with country on support use of facilities. Forwarded to JS/combatant command for information purposes only

Which are: maintained by any JS/combatant command activity

*Destroy when superseded, obsolete, or no longer needed for reference. Authority: NC1-218-84-1 item 468*

0802-04 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0803 TREATY OBLIGATIONS

0803-01 Documents containing military commitments and treaty obligations, interpretations, comments, or proposals

Which are: maintained by JS/combatant command as the official record copy

*Permanent. After commitment or treaty is obsolete or cancelled, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 465*

0803-02 Which are: maintained by any JS/combatant command activity for reference (non-record)

*Destroy when no longer needed for reference.*

0804 STRATEGIC PLANNING AND ARMS LIMITATION

0804-01 Analyses and studies of arms control issues and present and future strategic capabilities to include the impact of negotiation alternatives on strategic forces and balance, such as Strategic Arms Limitation Treaty (SALT), and Strategic Arms Reduction Treaty (START)

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at the end of each series of negotiation talk, hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer entire set to NARA after declassification review. Authority: NC1-218-84-1 item 461*

0804-02 Which are: maintained by any JS/combatant command activities for reference (non-record)

*Destroy when no longer needed for reference.*

#### 0805 SPECIAL STUDIES

0805-01 Reviews and analyses of US forces and allied effectiveness as related to general purpose forces in various regions

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when superseded, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff, transfer CY block to NARA after declassification review. Authority: NC1-218-84-1 item 463*

0805-02 Which are: maintained by any JS/combatant command activities for reference (non-record)

*Destroy when no longer needed for reference.*

#### 0806 NAVIGATION AND OVERFLIGHT

0806-01 Legal, treaty, and NSC documents and other records (briefings, background papers, studies, etc.) relating to policy issues of the Navigation and Overflight Program

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, superseded at the completion of project, or negotiation talks. Hold 5 years, then retire to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: N1-218-86-1 item 121*

0806-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to freedom of navigation and overflight operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire to inactive storage facility. Transfer to NARA when 25 years old, after declassification review. Authority:*

0806-03 Which are: maintained by any JS/combatant command activities for reference (non-record)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0807 INTERNATIONAL LOGISTIC CONFERENCES

0807-01 Documents related to general conduct of International Logistic conferences

(Example - Senior NATO Logistic Conference (SNLC)) consisting of background materials, minutes of meetings, studies, reports, agreements, and final decisions

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at end of conference, hold 10 years, then retire to inactive storage facility. 25 years after cutoff, transfer to NARA after declassification review. Exception: NATO documents will be disposed of in accordance with the appropriate 0811 category number and USSAN 1-69. Authority: N1-218-86-1 item 123*

0807-02 Documents related to the formulation and coordination of JS/combatant command positions on specific international logistic issues and programs, consisting of sequence for current issues or programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off when all actions are completed, hold 10 years, then retire to inactive storage facility. 25 years after cutoff transfer to NARA after declassification review. Exception: NATO documents will be disposed of in accordance with the appropriate 0811 category number and USSAN 1-69. Authority: N1-218-86-1 item 124*



0807-03 Information, extra, and reference copies of international logistic documents  
Which are: maintained by any JS/combatant command activity (non-record)  
*Destroy when no longer needed for reference.*

0808 FOREIGN DISCLOSURE

0808-01 Disclosure of military information to foreign governments and international organizations  
Consisting of: records of NDPC which announce the National Disclosure Policy (NDTC-1), agency representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, and related papers  
Which are: maintained by any JS/combatant command activities as official record copy  
*Cut off annually, destroy/delete 10 years after cutoff. Authority:*

0808-02 Foreign disclosure records  
Consisting of: all records pertaining to release of classified military information or classified export controlled technical information to foreign governments and international organizations  
Which are: maintained by any JS/combatant command activities as official record copy  
*Cut off annually, destroy/delete 10 years after cutoff. Authority:*

0808-03 Foreign Disclosure & Technology Information File (FORDTIS)  
Foreign Disclosure Information System (FORDIS) provides compilation of National Disclosure Policy. By country, guidance is provided that enumerates what technological or scientific equipment, weapons, or information can be provided to a foreign country  
FORDTIS provides intelligence gathering for planning purposes  
Which are: maintained by DISA and managed by JS J-5  
*Data updated as required. Erase or replace individual records on disk or tape when superseded or no longer needed for operational purpose. Authority: N1-218-89-2 item 030*

Note: See 0813 for combatant command feeder systems

0809 SECURITY ASSISTANCE AND FOREIGN MILITARY SALES

0809-01 Policies, procedures, and guidance relating to security assistance and foreign military sales  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off when superseded, revised, or cancelled, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

0809-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to security assistance and foreign military sales  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

0809-03 Files relating to routine and administrative activities and events relating to security assistance and foreign military sales  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0809-04 Which are: maintained by any JS/combatant command activities for reference (non-record)  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

0810 FOREIGN TRAINING

0810-01 Foreign training programs

Consisting of: documents relating to developing programs for training foreign nationals by agency schools, facilities, mobile training teams, contractor technicians, and training missions and groups. Included are communications on training requirements with the foreign army concerned, training program requirements reports, foreign training conference reports, program guidance refined programs, and related documents

Which are: maintained by any JS/combatant command activities as official record copy

*Permanent. Cut off annually, superseded at the completion of training. Hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority:*

0810-02 Files relating to routine and administrative activities and events relating to foreign training

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference. Authority:*

0810-03 Which are: maintained by any JS/combatant command activities for reference (non-record)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

0811 NATO FILES

Review and analyses of US and related military posture, strategy and force requirements. Analyses of military, economic, and political considerations to provide understanding of the factors and basis for planning strategy and force requirements. Also includes programs and issues impacting on NATO such as Partners for Peace (PfP).

Consisting of:

0811-01 NATO serial-numbered documents published by the Atlantic Alliance (SHAPE staff, major NATO commanders, subordinate commanders, NATO civilian and military staff organizations, committees, subcommittees, staff groups, working groups, etc.)

Documents are generally published by alphabetical identification and/or numerical sequence within a given CY

Which are: maintained by JS/combatant command as the official record copy

*Cut off annually at end of CY, hold 3 years, then review for retention value, then destroy when no longer needed.*

*Authority: NC1-218-84-1 item 454*

NOTE: The US Central Registry is the official archive for all US NATO records – USSAN 1-69

0811-02 COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO SECRET, NATO CONFIDENTIAL ATOMAL, NATO CONFIDENTIAL, NATO RESTRICTED documents

Which are: loaned to JS/combatant command Control Points within the JS/combatant command

*Return no later than 6 months to the appropriate Sub-registry Section. Authority: NI-218-86-1 item 119*

0811-03 NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED documents

Which are: distributed to JS/combatant command Control Points permanently for action officer and division usage

*Destroy after 6 months unless: (a) ongoing action; (b) needed for reference; (c) individual holder is a member of a NATO committee and needs the information for everyday operations, then destroy when no longer needed.*

*Exception: Agenda and A/C papers will be destroyed after 30 days unless usage dictates otherwise. Authority: NC1-218-84-1 item 456*

0811-04 Which are: loaned to AO via JS/combatant command Control Points within the JS/combatant command

*Return no later than 6 months to the JS/combatant command Control Point for appropriate 811-02 or 811-03 action.*

*Authority: NI-218-86-1 item 120*

0812 INTERNATIONAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0812-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule

Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy  
*Destroy/delete within 180 days after the recordkeeping copy has been produced Authority:*

0812-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy (non-record)  
*Destroy/delete when dissemination, revision, or updating is completed.*

0813 INTERNATIONAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0813-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*  
*Authority:*

0813-02 Which are: joint system is unscheduled  
*Submit SF 115 to NARA for feeder and/or joint systems*

0900 SERIES--GENERAL ADMINISTRATION AND MANAGEMENT

0901 GENERAL OFFICE ADMINISTRATION

0901-01 Internal administration/housekeeping

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists

In general, these records relate to staffing, procedures, hours of duty, supplies and office services and equipment requests, use of office space, activity and workload reports, and comparable records not associated with functional programs. Documentation relating to assigned functional or program responsibilities are covered in the disposition instructions pertaining to that function or program

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 23 item001*

0901-02 Duty reports/duty rosters

Information prepared by duty officer of the day or by personnel on charge of quarters duty. Documents used to record routine duties performed by employees, plus special duties performed on a rotating basis. Included are daily activity reports and related information

Which are: maintained by any JS/combatant command activity.

*Cut off when superseded, hold 6 months, then destroy/delete when no longer needed for reference.*

0901-03 Office personnel registers

Information used to account for office personnel and to control office visitors. Included are registers showing personnel arrival, departure, leave, and temporary duty travel. Does not include official personnel registers used to prepare input to automated personnel system

Which are: maintained by any JS/combatant command activity.

*Cut off when superseded, hold 6 months, then destroy/delete when no longer needed for reference.*

0901-04 Additional duty designations/delegations of authority

Documents relating to the assignment of additional duties, delegation of authority, etc.

Which are: maintained by any JS/combatant command activity.

*Destroy/delete when rescinded or superseded. Authority: NI-218-86-1, item 146*

0902 INSTRUCTIONS (OPERATING INSTRUCTIONS (OIs) - STANDING OPERATING PROCEDURES (SOPs), etc.)

0902-01 Documents containing instructions covering policies and special procedures of those features of operations that lend themselves to a definite or standardized procedure

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off when superseded or incorporated into a permanent publication, hold 2 years, then retire to inactive storage facility. Destroy/delete when 10 years old. Authority: NC1-218-84-1 item 470*

0902-02 Which are: maintained by any JS/combatant command activity for reference (non-record)

*Destroy/delete when superseded or no longer needed for reference.*

0903 REFERENCE PUBLICATIONS AND LIBRARY MATERIAL

0903-01 Copies of miscellaneous documents and reference publications such as regulations, manuals, pamphlets, and supplements, and publications of the JS/combatant command, DOD, and other Government agencies or private organizations

Which are: not record copies and maintained by any activity for general reference.

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0904 TERMINOLOGY AND DICTIONARY

0904-01 DoD Dictionary of Military and Associated Terms (Joint Pub 1-02) is published to ensure uniformity in the application and use of terms and definitions throughout DOD

Which are: maintained by JS as the official record copy

*Disposition in accordance with Joint Pubs 0014-01. Authority: NC1-218-84-1 item 479*

0904-02 Correspondence on standardization of military terminology, coordination, and promulgation by the Joint Military Terminology Group (JMTG). Including terminology disapproved by JMTG

Which are: maintained by JS as the official record copy

*Destroy/delete 2 years after approved terminology incorporated into Joint Pub 1.02. Authority: NC1-218-84-1 item 480*

0904-03 JS Terminology Master Index consisting of a compilation of the history of military terms

Which are: maintained by JS as the official record copy

*Permanent. Retain until no longer needed then transfer to RHA. Hold for 25 years, then transfer to NARA after declassification review. Authority: NI-218-86-1 item 127*

0904-04 Which are: maintained by any JS/combatant command activity for reference (non-record)

*Destroy/delete when no longer needed for reference.*

#### 0905 READING AND TRANSITORY FILES

0905-01 Transitory Files. Correspondence, messages, and other documents maintained for reference; copies of documents that require no official action; letters of transmittal; routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research; courtesy or informational documents that are not needed to document specific functions but are of reference value to an office

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 months after monthly cutoff, or when purpose has been served, whichever is sooner. Authority: GRS 23 item 7*

0905-02 Reading files. Consisting of: duplicate copies of incoming and outgoing correspondence

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 1 year old unless needed longer for reference, earlier destruction is authorized. Authority: NC1-218-84-1, item 484.*

#### 0906 FINDING AIDS

0906-01 Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115

Excluding records containing abstracts or other information that can be used as an information source apart from the related records

Which are: maintained by any JS/combatant command activity

*Destroy/delete with the related records or sooner if no longer needed. Authority: GRS 23. item 009*

0906-02 Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for permanent retention and transfer to NARA. Excluding records containing abstracts or other information that can be used as an information source apart from the related records

Which are: maintained by any JS/combatant command activity

*Transfer to NARA with the related permanent records. Authority:*

#### 0907 SUSPENSE FILES

0907-01 Suspense cards, forms, sheets, etc., maintained to track actions

Which are: maintained by any JS/combatant command activity

*Destroy/delete on the date under which suspended if all actions have been cleared and reference is no longer required. Authority: GRS 23 item 006,*

0908 WORKING PAPERS

0908-01 Project background records, such as studies, analyses, notes, drafts, and interim reports

Which are: maintained by any JS/combatant command activity

*Destroy/delete 6 months after final action on project report or 3 years after completion of report if no final action is taken. Working papers of potential long-term historical value should be offered to JS/combatant command historical offices for review. Authority: NC1-218-84-1 item 485*

Note: These papers are often filed in case files or other functional files as documentation of the action they address.

0909 BACKGROUND PAPERS

0909-01 Documents that are used to inform principals on the substantive aspect of a subject

These documents provide concise but thorough information on a subject. Background papers are more in the nature of a study and used for a variety of purposes and occasions

Which are: maintained by any JS/combatant command activity

*Destroy/delete upon termination of event, briefing, or meeting if not filed in related subject files. Authority: NC1-218-84-1 item 486*

Note: These papers are often filed in case files or other functional files as documentation of the action they address.

0910 TALKING PAPERS

0910-01 Documents that are provided to a principal with good knowledge of a subject and are used by the principal as a memory aid in an oral discussion

Which are: maintained by any JS/combatant command activity

*Destroy/delete upon termination of event, briefing, or meeting if not filed in related subject files. Authority: NC1-218-84-1 item 487*

Note: These papers are often filed in case files or other functional files as documentation of the action they address.

0911 POINT, POSITION, AND INFORMATION PAPERS

0911-01 Point papers/position papers

Documents that are designed to present key points, facts, positions, or questions in the most brief and orderly fashion.

Documents are flexible in format and state the thrust of the subject

Which are: maintained by any JS/combatant command activity

*Destroy/delete upon termination of event, briefing, or meeting if not filed in related subject files. Authority: NC1-218-84-1 item 488*

Note: These papers are often filed in case files or other functional files as documentation of the action they address.

0911-02 Information papers

Documents that are used to convey information for the reader's use in preparing for a meeting or briefing

Note: These papers are often filed in case files or other functional files as documentation of the action they address

Which are: maintained by any JS/combatant command activity (*non-record*)

*Destroy/delete upon termination of event, briefing, or meeting if not filed in related subject files. Authority:*

Note: These papers are often filed in case files or other functional files as documentation of the action they address.

0912 JS/COMBATANT COMMAND BULLETINS, CIRCULARS, AND NEWSLETTERS/PAPERS

0912-01 Publications used to provide unclassified official and unofficial information of an advisory, informative, or directive nature to the directorates of the JS/combatant command

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 493*

0912-02 Proposed articles for all publications submitted by JS/combatant command activities, working papers, drafts, art work, and related background papers used to publish the bulletin

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 months after publication in the bulletin. Authority: NC1-218-84-1 item 494*

0912-03 Which are: maintained by any JS/combatant command activity (non-record)

*Destroy/delete when no longer needed for reference. Authority: NC1-218-84-1 item 495*

#### 0913 JS/COMBATANT COMMAND FORMS MANAGEMENT PROGRAM

0913-01 One record copy of each form created by JS/combatant command with related instructions and documentation showing inception, scope, and purpose of the form

Which are: maintained, controlled, and issued by JS/Combatant command forms activity

*Destroy/delete 5 years after related form is discontinued, superseded, or cancelled. Authority: GRS 16 item 3a,*

0913-02 Working papers, background materials, requisitions, specifications, processing data, and control records

Which are: maintained by JS/combatant command activity

*Destroy/delete when related form is discontinued, superseded, or discontinued, or cancelled. Authority: GRS 16 item 3b*

0913-03 Forms files containing requests for approval of forms and pertinent background material

Which are: maintained by other JS/combatant command activities

*Destroy/delete when related form is discontinued, superseded, or cancelled. Authority: GRS 16 item 3b*

0913-04 Miscellaneous correspondence and papers used for the approval, disapproval, and review of JS/combatant command forms

Which are: maintained by any JS/combatant command activity

*Destroy/delete when no longer needed for reference. Authority: NI-218-86-1 item 129*

#### 0914 PERSONAL PAPERS

0914-01 Unofficial personal and private papers, diaries, logs, handwritten notes, verbatim transcripts of conversations, reference books, and other personal items from private sources (provided all official information has been incorporated in memorandums for record and placed in the appropriate official file)

Which are: wholly unofficial in nature and filed separately from the official records of an office in clearly designated files

*May be removed by an individual upon departure from the JS/combatant command. Authority: NC1-218-84-1 item 489*

Note: Any material, regardless of how categorized by the users, that addresses the conduct of official business is an official record of the JS/combatant command and is subject to disposition under Federal law and the provisions of this schedule. See paragraph 12 of this CJSCM 5760.01 for examples of material that are prohibited from removal from the JS/combatant command

0914-02 Chairman's/CINC's personal papers

Unclassified CJCS/CINC's personal and private correspondence, to include copies of speeches, statements, and testimonies. (Speeches, statements, and testimonies will be filed in both the official files and personal files)

Which are: maintained by the OJCS/combatant command as part of the Chairman's/CINC's personal files and considered non-official

*Retain in OCJCS/combatant command until completion of CJCS/CINC tour of duty, then dispose of at the discretion of CJCS/CINC. Authority: NC1-218-84-1, item 490*

0915 AUDITS AND AUDIT REPORTS

0915-01 Completed audits or surveys including comments, recommendations, and actions taken in relation thereto  
Which are: maintained by any JS/combatant command activity

*Destroy/delete 2 years after date of final report. Authority: ERD 225, NI-218-86-1 item 130*

0915-02 Terminated audits or surveys

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 months after date of termination notice. Authority: ERD 226, NI-218-86-1 item 131*

0915-03 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0916 ACTION OFFICER CASE FILES

0916-01 Copies of JS/combatant command taskings, documents, decision notices, flimsies, JS/combatant command papers/actions, transmittal/coordination sheet, corrigendums, notes to holders, etc.

Also includes copies of inputs from contributing agencies or individuals and any other correspondence related to ongoing and completed actions

Which are: used for periodic review by action officers as cross-reference to the record copy for continuing policy guidance and background information. May duplicate some records maintained in the official files, is filed in the action division, and maintained by the action officer

*Review annually, purging extraneous papers and duplicate copies. Those background materials pertaining to official actions will be incorporated into the official JS/combatant command case file. Other materials may be destroyed/deleted when no longer needed for continuing guidance or reference. Exception: NATO documents no longer needed for reference will be disposed of in accordance with appropriate 0801 category number and USSAN 1-69. Authority: NI-218-86-1 item 128*

0916-02 Which are maintained by Action Officers at combatant commands.

Review annually, purging extraneous papers and duplicate copies. Those background materials pertaining to official actions will be incorporated into the combatant command official case file. Other materials may be destroyed/deleted when no longer needed for continuing guidance or reference.

0917 STUDIES

0917-01 Studies, analyses, and summaries

Special detailed analyses, cost studies, and summaries covering all subject areas that serve as an index to the economical use of resources and which furnish data in the preparation and support of plans, budgets, and programs

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Cut off at completion of study, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 504*

0917-02 Which are: maintained by any JS/combatant command activity for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0917-03 Routine, periodic analyses and studies

Which are: maintained by any JS/combatant command activity

*Destroy/delete when obsolete or no longer needed. Authority: NC1-218-84-1 item 506*

0918 AGREEMENTS



0918-01 Documents relating to agreements between elements of the JS/combatant command, between the JS/combatant command and Military Services or Federal agencies or between JS/combatant command and other non-Federal organizations or agencies, but not with foreign countries e.g. base host tenant agreement, interservice support agreements, inter agency support agreements, Memorandum's of Agreement (MOAs)

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 5 years after agreement is superseded, cancelled, or terminated. Authority: NC1-218-84-1 item 507*

0918-02 Which are: maintained by any JS/combatant command activity for reference purposes (nonrecord)

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

#### 0919 REPORTS CONTROL

0919-01 Case files on reports created, cancelled or superseded, and containing evidence of their existence and/or discontinuance

These files relate to reports for which there are formal requirements; they apply to files accumulated in the course of administrative control of the reports and NOT to the reports themselves

Which are: maintained by any JS/combatant command activity

*Destroy/delete 2 years after the report is discontinued. Authority: GRS l6 item 6*

#### 0920 PROJECT CONTROL

0920-01 Memorandums, reports, and other papers documenting assignments, progress, and completion of projects

Which are: maintained by any JS/combatant command activity

*Cut off when project is completed, hold 1 year, then destroy/delete. Authority: GRS l6 item 5*

#### 0921 ORIENTATION AND BRIEFING FILES

0921-01 Documents used: (1) In orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. (2) In briefings given to the staff about the mission and various special projects

Included are photographs, copies of specially prepared handouts, video tapes and related or similar documents

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority: N1-218-86-1 item 133*

#### 0922 STAFF VISITS

0922-01 Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies

This description is not applicable to visits made in connection with a specific process or case that should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, trip reports, recommendations, and other directly related documents

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 years after completion of next comparable visit or on completion of related study. Authority: NC1-218-84-1 item 520*

See 0404-05 Distinguished visitor program documentation

#### 0923 RECORDS MANAGEMENT

0923-01 Correspondence, reports, authorizations, and other records that relate to the management of JS/combatant command records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, IT systems, and word processing; records management surveys; vital records programs; and all other aspects of records management

Which are: maintained as the official JS/combatant command record copy

*Cut off annually at end of CY, hold 6 years, then destroy/delete. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. Authority: GRS 16 item 7*

0923-02 Which are: maintained by any other JS/combatant command activities

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. Authority: N1-218-86-1 item 135*

#### 0924 RECORDS DISPOSITION

Descriptive inventories, disposal authorizations, schedules, and reports

0924-01 Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt, and related documentation

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when related records are destroyed, or when no longer needed for administrative or reference purposes. Authority: GRS 16 item 2a*

0924-02 Extra copies and routine correspondence and memorandums

Which are: maintained by any JS/combatant command activity

*Destroy/delete when no longer needed for reference. Authority: GRS 16 item 2b*

#### 0925 FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Files created in response to requests for information under the FOIA consisting of the original request, a copy of the reply thereto, and all related supporting files that may include official file copy of requested record or copy thereof

Which are: maintained by any JS/combatant command activity consisting of: correspondence and supporting documents excluding the official file copy of the records requested if filed herein

0925-01 Granting access to all the requested records

Which are: maintained by any JS/combatant command activity

*Destroy/delete 2 years after date of reply. Authority: GRS 14 item 16a(1)*

0925-02 Responding to requesters who provide inadequate description; and to those who fail to pay agency reproduction fees, which are not appealed

Which are: maintained by any JS/combatant command activity

*Destroy/delete 2 years after date of reply. Authority: GRS 14 item 16a(2)*

0925-03 Denying access to all or part of the records requested and request not appealed

Which are: maintained by any JS/combatant command activity

*Destroy/delete 6 years after date of reply. Authority: GRS 14 item 16a(3)*

0925-04 Official file copy of requested records

Which are: maintained by any JS/combatant command activity

*Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later. Authority: GRS 14 item 16b*

0925-05 Reference or information copies of FOIA requests

Which are: maintained by other activities (nonrecord)

*Destroy/delete when no longer needed for reference.*

#### 0926 FOIA APPEAL

Files created in responding to administrative appeals under the FOIA for release of information denied by the JS/combatant command, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof

0926-01 Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein)

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 6 years after final determination or 3 years after final adjudication by courts, whichever is later.*

*Authority: GRS 14 item 17a*

0926-02 Official file copy of records under appeal

Which are: maintained by any JS/combatant command activity as the official record copy

*Dispose of in accordance with JS/combatant command disposition instructions for the related records, or with the related FOIA requests, whichever is later. Authority: GRS 14 item 17b*

0926-03 Reference or information copies of FOIA appeal request

Which are: maintained by any JS/combatant command activity (non-record)

*Destroy/delete when no longer needed for reference.*

#### 0927 FOIA CONTROL

0927-01 Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 6 years after final action or after final adjudication by courts, whichever is later. Register or*

*Listing—destroy/delete 6 years after date of last entry. Authority: GRS 14 item 18a, b*

0927-02 Freedom of information electronic data bases providing a means of retrieving information on requests to DoD submitted under provisions of the Freedom of Information Act Executive Order 12958

Which are: maintained and managed by JS/combatant command

*Data updated as required. Destroy/delete when no longer needed for current operation. Authority: N1-218-89-1 item 29*

0927-03 FOIA reports

Reports relating to recurring reports and one-time information requirements on implementation of FOIA, including annual reports to Congress

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 2 years. Authority: GRS 14 item 14*

#### 0928 PRIVACY ACT MATTERS

0928-01 Files maintained in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 USC 552a(d)(1)

Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof

Which are: maintained by any JS/combatant command activity as the official record copy

*Dispose of in accordance with the approved JS/combatant command disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.*

*Authority: GRS 14 item 27*

0928-02 Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

#### 0929 PRIVACY ACT REPORT

0929-01 Recurring reports and one-time information requirements relating to agency implementation, including reports to OSD and the Privacy Act Board

Also includes reports at agency level

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 14 item 29b*

0929-02 Which are: maintained by other JS/combatant command activities for reference (nonrecord)  
*Destroy/delete when no longer needed for action or reference.*

0930 PRIVACY ACT GENERAL ADMINISTRATIVE

0930-01 Records relating to the general agency implementation of the Privacy Act, including notices, memorandums, routine correspondence, and related records

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 2 years old, or sooner if no longer needed for administrative use. Authority: GRS 14 item 30*

0931 DECLASSIFICATION

0931-01 JS/combatant command supplemental documents, directives, and correspondence relating to declassification actions; internal and external declassification requests; response, appeal, referrals, and general policy files

Which are: maintained by JS/combatant command as the official record copy

*Cut off when revised, superseded, or cancelled, hold 5 years, then destroy/delete. Authority:*

0931-02 Documents, directives, and correspondence reflecting the formulation and establishment of policy, planning, and procedural developments governing declassification

Which are: maintained by JS/combatant command activities for reference purposes only (non-record)

*Destroy/delete when no longer needed for reference.*

0931-03 JS/combatant command listings of papers that have been reviewed and declassified

Which are: maintained by JS/combatant command as the official record copy

*Destroy/delete when superseded. Authority: NI-218-86-1 item 068*

0931-04 Which are: maintained by JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0932 SCHEDULES OF DAILY ACTIVITIES

0932-01 Calendars, appointment books, schedules, log, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal (JS/combatant command) employees while serving in an official capacity

Note: Material determined to be "personal records" are not covered by this item

Which are: records containing substantive information relating to the official activities of a high-level official-- CJCS/CINC only--and the substance of which has not been incorporated into memorandums, reports, correspondence, or other records included in the official files

*Permanent. Cut off at expiration of CJCS/CINC tour, hold 2 years, then transfer to NARA after declassification review. Nonpermanent records may be destroyed by NARA during archival processing. Authority: NI-218-86-1, ITEM 140.*

*Note: High-level officials- include the heads of departments and independent agencies and their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants or confidential assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.*

0932-02 Which are: records containing substantive information relating to official activities, the substance of which has not been incorporated into official files and are maintained by directorate heads and heads of separate offices in the JS and combatant command

*Destroy/delete when 2 years old. Authority: GRS 23 item 5a*

0932-03 Which are: routine materials containing no substantive information regarding the daily activities of other than high-level officials and records of all Federal employees containing substantive information, the substance of which has been incorporated into official files

*Destroy/delete when no longer needed. Authority: GRS 23 item 5b*

#### 0933 INTERNAL CONTROL PROGRAM

0933-01 Vulnerability assessments record pertaining to internal control or elimination of waste, fraud, and abuse of resources

Which are: maintained by the JS/combatant command as the official record copy

*Cut off annually at end of FY, hold 5 years then destroy/delete when no longer needed for reference. Authority: NI-218-89-1 item 018*

0933-02 Internal control reviews records used as reference material to track problems in assessable units over the years and to compare with succeeding vulnerability assessment and reviews

Which are: maintained by the JS/combatant command as the official record copy

*Cut off annually, hold 5 years, then destroy/delete when no longer needed for reference. Authority: NI-218-89-1 item 019*

0933-03 Internal control annual statement of assurance consisting of the annual statement of assurance of the JS/combatant command compliance to the SecDef, the semiannual statistical summary of the JS IMC program, summary of internal control taskings, 5-year management control plan, and miscellaneous correspondence within the JS/combatant command concerning implementation and monitoring of internal control programs

Which are: maintained by the JS/combatant command as the official record copy

*Permanent. Cut off annually, hold 5 years, then retire to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority: NI-218-89-1 item 020*

0933-04 Internal control management documents maintained in reference libraries throughout the JS/combatant command, to include hard copy, microfilm, and documents in electronic form

Which are: maintained by other JS/combatant command activities for reference (non-record)

*Destroy/delete when no longer needed for reference.*

0933-05 Internal control correspondence

Consisting of: general correspondence, regulations, policy, action plans, schedules for required reviews, and other related correspondence

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 years after completion of next comparable plan or when no longer needed, whichever is later. Authority:*

#### 0934 INSPECTOR GENERAL INVESTIGATION RECORDS

Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, excluding those that result in national media attention, congressional investigation, or substantive agency policy or procedure. Cases relate to agency personnel and programs and operations administered or financed by the agency including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers

0934-01 Reports and actions taken on inspections/investigations of combatant command and other joint activities by the Inspector General (IG) and special inspection teams as directed by OSD and JS/combatant command that are considered significant in terms of media/public interest, effect on policy and procedures, or high-visibility litigation

Which are: maintained by JS as the official record copy

*Permanent. JS - Cut off annually at end of CY; after 7 years transfer by CY block to the JS RHA. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority: NC1-218-84-1 item 500*

0934-02 Which are: maintained by combatant command as the official record copy

*Combatant command - Cut off annually at end of CY; after 7 years transfer by CY block to inactive storage facility. 25 years after cutoff, transfer in 5-year blocks to NARA after declassification review. Authority:*

0934-03 Files containing information or allegations that are of an investigative nature but do not relate to a specific investigation

They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 5 years old. Authority:*

0934-04 All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others

Which are: maintained by any JS/combatant command activity

*Place in inactive files when case is closed. Cut off inactive file at end of FY. Destroy/delete 10 years after cutoff.*

*Authority:*

0934-05 Which are: information copies maintained by other JS/combatant command activities (nonrecord)

*Destroy/delete when no longer needed for reference. Authority:*

#### 0935 INSPECTIONS

0935-01 Documents relating to inspecting and surveying JS/combatant command activities at all levels

Included are command/IG, safety, equipment, and related inspections that pertain to performance of missions and functions. Excluded are security inspections

Which are: maintained by any JS/combatant command activity

*Destroy/delete after 3 years or after the next comparable survey or inspection whichever is later. Authority:*

0935-02 Which are: information copies maintained by other JS/combatant command activities

*Destroy/delete when no longer needed for reference. Authority: NCI-218-84-1 item 501*

#### 0936 STILL PHOTOGRAPHY

0936-01 Photographs of routine award ceremonies, social events, and activities not related to the mission of the JS/combatant command

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 1 year old or when no longer needed. Authority: GRS 21 item 1*

0936-02 Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the JS/combatant command

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after completion of training program. Authority: GRS 21 item 3*

0936-03 Duplicate items in excess of record elements required for preservation, duplication, and reference service

Which are: maintained by any JS/combatant command activity

*Destroy/delete when no longer needed. Authority: GRS 21 item 4*

0936-04 Official record photographs

Consisting of: record photographs with captions, original negatives or transparencies and captions, and related data for example official event and function-related photographs of principals

Which are: appropriate to be filed in case file

*Apply disposition of appropriate related case file. (e.g., Chairman/CINC official files are maintained under 0000 series)*

0936-05 Which are: not related to a case file

*Permanent. Cutoff annually, hold 5 years, then retire to inactive storage facility, transfer to NARA in 5-year blocks when newest record is 25 years old, after declassification review.*

Note: Transfer will be in accordance with NARA requirements 36 CFR 1228.184 as described in volume 1 of CJCS manual 5760.02

0937 GRAPHIC ARTS

0937-01 Vu-graphs

Which are: maintained by any JS/combatant command activity.

*Destroy/delete 1 year after use or when no longer needed. Authority: GRS 21 item 5*

0937-02 Posters

Produced by JS/combatant command documenting program activities, goals, events

Which are: produced by any JS/combatant command activity

*Permanent. Transfer 2 copies to NARA annually. Authority:*

0937-03 Which are: JS/combatant command official record copies

*File in related subject file. Dispose of in accordance with subject file.*

0937-04 Routine artwork for handbills, flyers, posters, letterhead, and other graphics

Which are: maintained by any JS/combatant command activity.

*Destroy/delete 1 year after publication or when no longer needed. Authority: GRS 21 item 6*

0937-05 Which are: maintained by any JS/combatant command activity as reference copies (nonrecord)

*Destroy/delete when obsolete or no longer needed for reference, whichever is later*

0938 VIDEO RECORDINGS

0938-01 (945-01) Internal personnel and administrative programs that do not reflect the mission of the JS/combatant command

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after completion of training program. Authority: GRS 21 item 17*

0938-02 (945-02) Programs acquired from outside sources for personnel and management training

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after supersession, cancellation, or completion of training program. Authority: GRS 21 item 14*

0938-03 (945-03) Routine scientific, medical, or engineering footage

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 2 years old or when no longer needed. Authority: GRS 21 item 19*

0938-04 (945-04) Recordings that document routine meetings and award presentations

Which are: maintained by any JS/combatant command activity

*Destroy/delete when no longer needed. Authority: GRS 21 item 20*

0938-05 Official video recordings

Consisting of: master and reference copies of video recordings

Which are: appropriate to be filed in case file

*Apply disposition of appropriate related case file.*

0938-06 Which are: not related to a case file

*Permanent. Transfer to NARA in 5-year blocks when newest record is 25 years old, after declassification review.*

Note: Transfer will be in accordance with NARA requirements 36 CFR 1228.184 as described in volume 1 of CJCS manual 5760.02

0939 AUDIO (SOUND) RECORDING

0939-01 Recordings of meetings made exclusively for note-taking or transcription

Which are: maintained by any JS/combatant command activity

*Destroy/delete immediately after use. Authority: GRS 21 item 22*

0939-02 Dictation belts or tapes

Which are: maintained by any JS/combatant command activity.

*Destroy/delete immediately after use. Authority: GRS 21 item 23*

0939-03 Official sound recordings

Consisting of: master and reference copies

Which are: appropriate to be filed in case file

*Apply disposition of appropriate related case file.*

0939-04 Which are: not related to a case file

*Permanent. Transfer to NARA in 5-year blocks when newest record is 25 years old, after declassification review.*

Note: Transfer will be in accordance with NARA requirements 36 CFR 1228.184 as described in volume 1 of CJCS manual 5760.02

0940 MOTION PICTURES

0940-01 Films acquired from outside sources for personnel and management training

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after supercession, cancellation, or completion of training program. Authority: GRS 21 item 9.*

0940-02 Routine scientific, medical, or engineering footage

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 2 years old or when no longer needed. Authority: GRS 21 item 12*

0940-03 Official motion picture film

Consisting of: master and reference copies of films

Which are: appropriate to be filed in case file

*Apply disposition of appropriate related case file.*

0940-04 Which are: not related to a case file

*Permanent. Transfer to NARA in 5-year blocks when newest record is 25 years old, after declassification review.*

Note: Transfer will be in accordance with NARA requirements 36 CFR 1228.184 as described in volume 1 of CJCS manual 5760.02

0941 AUDIOVISUAL RECORDS DOCUMENTATION

0941-01 Finding aids for identification, retrieval, or use of temporary audiovisual records

Which are: maintained by any JS/combatant command activity

*Dispose of according to the instructions covering the related audiovisual records. Authority: GRS 21 item 29*

0942 SCIENCE ADVISOR RECORDS/ACTIVITIES



0942-01 Records consisting of reports, studies, tasking orders, and similar records generated by the science advisor. Reports are usually informal and unpublished. Records may be generated at all activities  
Which are: maintained by any JS/combatant command activity as official record copy  
*Permanent. Cut off at completion of study, hold 5 years, then transfer by CY block to inactive storage facility. 25 years after cutoff transfer in 5-year blocks to NARA after declassification review. Authority*

0942-02 Files relating to routine and administrative activities and events within general management sciences activities  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

0942-03 Which are: reference copies of all above items held by any activity (nonrecord)  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 0943 ADMINISTRATIVE ORDERS

0943-01 Permanent change of station (PCS) orders  
Consisting of: duplicate copies of PCS orders  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Destroy/delete one year after transfer of personnel.*

Note: The official record copy is maintained in service files

0943-02 Temporary duty (TDY) orders  
Consisting of: originals or record copies of TDY orders  
Which are: maintained by any JS/combatant command activity  
*Cut off at end of FY, destroy/delete 6 years after cutoff. Authority:*

0943-03 General administrative orders  
Consisting of: assumptions of command, courts martial authority, etc.  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Cut off annually, hold 2 years, retire to inactive storage facility. Transfer to NARA when 25 years old, after declassification review. Authority:*

0943-04 Background material to orders  
Consisting of: letter request for orders, amendments, etc., justification files on special authorizations when required by orders publishing activity  
Which are: maintained by any JS/combatant command activity  
*Destroy/delete after 1 year. Authority:*

0943-05 Which are: reference copies (nonrecord)  
*Destroy/delete when no longer needed for reference*

#### 0944 POSTAL ADMINISTRATION RECORDS

0944-01 Records relating to incoming or outgoing registered mail, pouches, registered, certified, insured, overnight express, and special delivery mail, including receipts and return receipts  
Which are: maintained by any JS/combatant command activity  
*Cut off annually at end of CY. hold 1 year, then destroy/delete. Authority: GRS 12 item 5a*

0944-02 Records of and receipts for mail and packages received through the Official Mail and Messenger Service  
Which are: maintained by JS/Combatant command, as the official record copy or maintained by other JS/combatant command activities for mail control  
Note: 303-1 or 306-1 will be used for JS Form 47  
*Destroy/delete when 6 months old. Authority: GRS 12 item 6f*

0944-03 General files including correspondence, memorandums, directives, and guides relating to the administration of mail room operations

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 1-year old or when superseded or obsolete, whichever is applicable. Authority: GRS 12 item 6g*

0944-04 Locator cards, directories, indexes, and other records relating to mail delivery to individuals/offices

Which are: maintained by any JS/combatant command activity

*Destroy/delete 5 months after separation or transfer of individual, or when obsolete, whichever is applicable.*

*Authority: GRS 12 item 6h*

0944-05 Monthly personnel locator listing

Which are: maintained by any JS/combatant command activity. *(non-record)*

*Destroy/delete when superseded, obsolete, or no longer needed for reference.*

0944-06 Distribution authorization sheet

Distribution authorization sheets for documents used to list addresses and numbers of copies to be delivered by the distribution activity

Which are: maintained by JS as the official record copy

*Incorporate into official JS case files under 0001.01.*

0944-07 Which are: maintained by distributing JS/combatant command activities

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: NC1-218-84-1 item 391*

0944-08 Which are: maintained by any other JS/combatant command activity and used for tracking or suspending

*Cut off annually at end of CY, hold 1 year, then destroy/delete, EXCEPT when used for control and accountability, then 303-1 or 306-1 will be used. Authority: NC1-218-86-1 item 102*

0944-09 Correspondence, request forms, and other records relating to changes in mailing lists

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 months after revision, supercession, or cancellation of mailing list. Authority: GRS 13 item 4a,*

0944-10 Card list

Which are: maintained by any JS/combatant command activity

*Destroy/delete individual card when cancelled or revised. Authority: GRS 13 item 4b*

0944-11 Address plates, stencils, or tapes

Which are: maintained by any JS/combatant command activity

*Destroy/delete or correct individual plates, stencils, or tapes when cancelled or revised. Authority: NC1-218-84-1 item 383*

0944-12 Military postal office files consisting of requests, approvals, studies, reviews, coordination, and evaluation related to the establishment and/or disestablishment of military postal offices

Which are: maintained by any JS/combatant command activity

*Destroy/delete upon termination of the military postal office*

Note: Official record copy is maintained by Military Postal Service Agency

#### 0945 GRAPHICS, PRINTING, REPRODUCTION, OFFICE COPIER, AND DISTRIBUTION MANAGEMENT

0945-01 Records relating to internal management, operations, and costs of graphics, printing, reproduction, office copiers, and distribution functions

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually at end of CY, hold 2 years, then destroy/delete. Authority: GRS 13 item 1*

0945-02 Which are: maintained by other JS/combatant command activities  
*Cut off annually at end of CY, hold 1 year, then destroy/delete. Authority: NC1-218-84-1 item 385*

0945-03 Control files

Control registers pertaining to requisitions and work orders

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete 1 year after close of FY in which compiled, or 1 year after filing of register, whichever is applicable.*

*Authority: GRS 13, item 3.*

0945-04 Copies of request for graphics, printing and reproduction

Which are: maintained by any JS/combatant command activity

*Destroy/delete when job is completed or when purpose has been served. Authority: NC1-218-84-1 item 387*

0945-05 Files of masters (copy preps) of vugraphs, book covers, and related papers used in the production of graphics aids

Which are: maintained by any JS/combatant command activity

*Review semiannually, destroy/delete after 1 year of nonuse. Authority: NI-218-86-1 item 101*

0945-06 Publications/forms requisitions and requirements

Consisting of: forms, other records, and related correspondence used to requisition or establish requirements for publications/forms

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded, obsolete or no longer needed. Authority:*

0946 Staff Meetings and Conferences.

0946-01 Staff Meetings and Conferences (not covered else where) consisting of record copies of agenda, minutes and related correspondence of committee and boards established by higher headquarters directives and not filed with another series of records.

Which are: record copies at combatant commands headquarters.

*Permanent. Cut off and transfer to NARA when 25 years old, after declassification review. Authority*

0946-02 Which are: reference and information copies held by any activity.

*Destroy after 1 year or when no longer needed, which is sooner.*

0947 GENERAL ADMINISTRATION AND MANAGEMENT ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

0947-01 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced. Authority:*

0947-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed.*

0948 GENERAL ADMINISTRATION AND MANAGEMENT COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

0948-01 Electronic systems at combatant command that serve as a feeder system to the JS

Which are: JS system is disposable

*Destroy/delete when data is transmitted to JS or when superseded or obsolete, whichever is later. Authority:*

0948-02 Which are: JS system is permanent

Submit SF 115 through combatant command records manger to JS for processing

0999-01A UNIDENTIFIED FILES

Documents relating to the performance of mission activities not described in this CJCSM

Note: Use of this temporary file number requires prior approval of the JS/combatant command Records Manager

*Retain in current file area until file number is added to this CJCSM. Authority: N1-218-86-1 item 147*

1000 SERIES--INFORMATION TECHNOLOGY (IT) PROCUREMENT, PLANNING, OPERATIONS, AND  
MANAGEMENT RECORDS

This annex provides disposal authorization for files that are created and maintained for the procurement, planning, operations, and management of IT and related services. As defined in the Information Technology Management Reform Act of 1996 (ITMRA), IT includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. The disposition instructions applies at the file level and only to files which are maintained SOLELY for the procurement, planning, operation, and management of IT and related services.

Some documents that are kept in IT procurement, planning, operations, and management files are also needed as essential evidence of agency programs and administrative activities. Documents which need to be retained as records of IT procurement, planning, operations and management on one hand, and agency programs or administrative activities on the other, include, but are not limited to:

- IT plans which explicitly address how IT will satisfy program and administrative requirements;
- IT policy records which relate policy development or implementation to program and administrative requirements;
- Records related to data administration for agency programs or other administrative functions;
- Audits and reviews which address how well IT systems or applications satisfy program or administrative requirements;
- Technical documentation that is needed to access, retrieve, use, or interpret other records of agency programs or administrative activities;

This annex does not cover all records which are used in IT operations and management. In particular,

- IT offices maintain many common administrative files covered by other disposition categories. The other disposition categories apply in IT offices as well as elsewhere.
- IT offices may maintain other administrative files whose disposition is authorized under records schedules applicable to the entire agency or component in which the IT office is located. IT offices should apply such schedules, as appropriate.
- IT offices may maintain unique files related to IT operations and management. Such files must be scheduled and the schedule approved by the JS and NARA.
- IT offices may maintain some records that provide essential evidence of agency mission and programs, such as IT strategic plans and Business Information Models. Such files must be scheduled and the schedule approved by the JS and NARA.

This annex applies to the records described regardless of their physical form or characteristics. They may be retained on paper, in microform, or in electronic form

**MANAGEMENT OF IT ORGANIZATIONS AND PROJECTS**

1001 IT POLICY AND DIRECTION FILES

1001-01 Files related to the development and issuance of policies and directives for all aspects of the management of IT and related assets and services. This item does not cover IT policies and directives maintained in other files, such as a general directives system

Which are: maintained by any JS/combatant command activity as official record copy

*Cut off when superseded or withdrawn. Destroy/delete 3 years after cutoff.*

1001-02 Which are maintained by any JS/combatant command activity as reference copy (nonrecord)

*Destroy/delete when no longer needed for reference*

1002 IT PLANNING FILES

This item does not cover IT strategic plans, business information models, or other IT planning files that relate IT explicitly either to agency mission, goals, and objectives, or to specific business activities. Such records should be scheduled by each activity either as distinct series or together with other records related to the same business activity

1002-01 IT long-term plans, operational plans, technological infrastructure plans, and data processing services plans  
Which are: maintained by any JS/combatant command activity

*Cut off file when plan is superseded or terminated. Destroy/delete 3 years after cutoff.*

1002-02 IT capital planning and investment management files documenting the agency's process for maximizing the value and assessing and managing the risks of acquisitions of IT infrastructure, facilities, security, and services

Which are: maintained by any JS/combatant command activity

*Cut off file annually. Destroy/delete 3 years after cutoff.*

Note: This item applies to IT investment management records in the offices of the Chief Information Officer or other official or body charged with reviewing and approving IT investments. It does not apply to IT investment management records in program offices that propose IT investments. The records in those offices must be scheduled as program records. It does not apply to records maintained for budget, property, expenditure, or cost accounting covered in GRS 3 through 8 (See 0600 Series)

1002-03 IT project plans for specific initiatives undertaken in accordance with IT long-term plans, operational plans, technological infrastructure plans, and data processing services plans; such as projects for installation, upgrade or replacement of infrastructure components including hardware, software, and networks, that are not limited to an individual IT application that supports a specific program or administrative function

Which are: maintained by any JS/combatant command activity

*Cut off when project is completed. Destroy/delete 3 years after cutoff or completion of any scheduled review or evaluation of it, whichever is later.*

Note: Management files related to individual IT applications that support specific program or administrative functions are covered in item 1014

1002-04 Feasibility studies conducted before the installation of any technology or equipment associated with IT systems, including word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when the completed study is 5 years old. Authority: GRS 16 item 9*

1002-05 IT requirements documents consisting of requests for support, equipment, systems, software, etc., for example CSRD or like documents

Which are: maintained by JS and combatant command as the official record copy

*Destroy/delete when superseded, obsolete, or no longer needed for reference whichever is later Authority:*

1002-05 Technical support requirement

Documents used for planning IT support and programming resources to fulfill legal and policy requirements

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually. Destroy/delete 5 years after cutoff. Authority: NC1-218-84-1, item 531*

1002-06 Which are: maintained by any other JS/combatant command activity (non-record)

*Destroy/delete when no longer needed for reference. Authority:*

**MANAGEMENT OF IT INFRASTRUCTURE AND SERVICES**

Items 1003 through 1013 concern the management of IT infrastructure, such as host computers, servers, intranets, extranets, and IT services that support a variety of applications and users. These items do not

cover records related to individual applications that support specific program or administrative functions. Records related to individual applications that support specific program or administrative functions are covered in items 1014 through 1017

#### 1003 IT RESOURCES REQUIREMENTS RECORDS

1003-01 Records used to define and track requirements for IT resources, such as hardware, software, and services, that support more than one application; identify and evaluate options; recommend actions; justify acquisitions; and determine criteria for acceptance. Cases where one or more recommendations for satisfying IT requirements are implemented

Which are: maintained by any JS/combatant command activity

*Cut off when it is determined that the requirement no longer exists or that a new requirements analysis should be undertaken. Destroy/delete 3 years after cut off.*

1003-02 Cases where the final decision is not to implement recommendations

Which are: maintained by any JS/combatant command activity

*Cut off when final decision on recommendations is made. Destroy/delete 1 year after cutoff.*

#### 1004 IT PROCUREMENT FILES

1004-01 Including contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to planning, award, administration, receipt, inspection and payment. Procurement or purchase organization copy, and related papers. Transaction dated on or after July 3, 1995 (the effective date of the FAR rule defining simplified acquisition threshold)

Which are: transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000 and are maintained by any JS/combatant command as official record copy

*Destroy/delete 6 years and 3 months after final payment. GRS 3 item 3a(1)(a).*

1004-02 Which are: transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000 and are maintained by any JS/combatant command as official record copy

*Destroy/delete 3 years after final payment. GRS 3 item 3a(1)(b).*

1004-03 Which are: maintained by other activities for reference (nonrecord)

*Destroy/delete when no longer needed.*

#### 1005 IMPLEMENTATION FILES

1005-01 Records on implementation with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

Which are: maintained by any JS/combatant command activity

*Cut off upon completion of project, retain until all warranties expire, destroy/delete 1 year after expiration of all warranties.*

1005-02 Files that support multiple applications, including plans and reports concerning installation, migration, conversion, and acceptance of hardware, software, and networks; related models, diagrams, and schematics; data and other files created to test performance; and related technical documentation

For systems or components that are not accepted or accredited

Which are: maintained by any JS/combatant command activity

*Destroy/delete 1 year after final decision to reject the subject system or component.*

1005-03 For systems or components that are accepted or accredited

Which are: maintained by any JS/combatant command activity

*Destroy/delete 3 years after system or component is terminated or replaced.*

1006 COMPLIANCE/MEASUREMENT RECORDS

1006-01 Records on impact and compliance with IT policies, directives, and plans, including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities. Types of files include performance measurements and benchmarks, audits and management reviews; certifications and accreditations; quality assurance reviews and reports, reports on implementation of plans, effectiveness evaluations and compliance reviews, data measuring or estimating impact and compliance.

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 5 years old unless needed longer for reference.*

Note: This item does not apply to audit files of the agency's IG

1007 IT FACILITY AND SITE MANAGEMENT FILES

This item applies only to files retained to ensure that buildings and rooms where IT equipment, systems, and storage media are located are properly controlled and operated in accordance with environmental standards and physical security. This item does not apply to records of stores or plant accounting, which are covered in GRS 8, or for records of property disposal, which are covered in GRS 4

1007-01 Files identifying IT facilities and sites; concerning implementation of IT facility and site management and support services provided to specific sites, including reviews, site visit reports, trouble reports, service histories, reports of follow-up actions, and related correspondence

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old.*

1008 IT ASSET AND CONFIGURATION MANAGEMENT FILES

1008-01 Records identifying or inventorying IT assets; equipment control systems; inventories of network circuits and building or circuitry diagrams

Which are: maintained by any JS/combatant command activity

*Cut off file when the subject assets are terminated, removed, or destroyed. Destroy/delete 1 year after cutoff.*

1008-02 IT Hardware maintenance records used to track specific equipment items (by serial number) for maintenance, as required by appropriate policy

Which are: maintained by any JS/combatant command activity

*Cut off annually, hold 2 years, then destroy/delete. Authority:*

1008-03 IT Software maintenance records used to track software packages maintenance as required by appropriate policy

Which are: maintained by any JS/combatant command activity

*Retain for the life of the software. Authority:*

1008-04 Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment. Including, but not limited to: data and detailed reports on implementation of systems, applications and modifications; assessments of effectiveness, application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release management. Records of IT maintenance documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records

Which are: maintained by any JS/combatant command activity

*Cut off annually, destroy/delete 3 years after cutoff.*

1008-05 IT maintenance procedures consisting of library systems and back-up maintenance documents (to include disaster recovery)

Which are: maintained by any JS/combatant command (nonrecord)



*Destroy/delete when revised, superceded, obsolete, or no longer needed for reference.*

#### 1009 SYSTEMS AND DATA SECURITY

1009-01 Documents identifying IT risks and analyzing their impact, risk measurements, and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data

Which are: maintained by any JS/combatant command activity

*Cut off annually, destroy/delete 3 years after cutoff.*

1009-02 User identification, profiles, authorizations, and password files

Which are: maintained by any JS/combatant command activity

*Place in file when user account is terminated or when profile or password is altered. Destroy/delete inactive files when 3 years old.*

1009-03 Cryptographic key management files (*reserved*)

1009-04 Security incident handling, reporting and follow-up

Which are: maintained by any JS/combatant command activity

*Cut off when all necessary follow-up to a security incident has been completed. Destroy/delete 3 years after cutoff.*

1009-04 Security backup records e.g., magnetic tapes, CD-ROM, diskettes

File identical to records scheduled for transfer to NARA

Which are: maintained by any JS/combatant command activity

*Destroy/delete or reuse when the identical records have been transferred to NARA and successfully copied, or when replaced by a subsequent security backup file. Authority:*

1009-05 File identical to records authorized for disposal in a NARA-approved records schedule

Which are: maintained by any JS/combatant command activity

*Destroy/delete or reuse when the identical records have been deleted, or when replaced by a subsequent security backup file. Authority:*

#### 1010 IT OPERATIONS RECORDS

1010-01 Schedules: workload schedules; run reports, run requests, and other records documenting the successful completion of a run; schedules of maintenance and support activities

Which are: maintained by any JS/combatant command activity

*Cut off annually, destroy/delete 1 year after cutoff.*

1010-02 Problem reports, user complaints and questions, proposals for changes, and related decision documents

Which are: maintained by any JS/combatant command activity

*Destroy/delete when 3 years old.*

#### 1011 IT SYSTEMS, SERVICES, AND RESOURCES USAGE AND MONITORING

This item does not apply to records created under procedures mandated by Office of Management and Budget (OMB) Circular A-123, Management Accountability and Control Systems, and P.L. 97-255, the Federal Manager's Financial Integrity Act. Those records are scheduled under GRS 16, item 14

1011-01 Usage and monitoring data and reports, including but not limited to operations data, such as system event logging, log-in files, system usage files and audit trails, reports on workload management; incident reports and audit trails of problems and solutions

Reports on operations, including summary computer usage reports, measures of benchmarks, performance indicators, and critical success factors; error and exception reporting, self-assessments, service delivery monitoring, and management reports

Which are: maintained by any JS/combatant command activity

*Cut off annually, destroy/delete 3 years after cut off.*

#### 1012 IT RESOURCES AND SERVICES FINANCIAL RECORDS

If any of these records are necessary to support contracts, copies should be filed in procurement files and disposed of in accordance with GRS 3 and/or 0600 series.

1012-01 Service-level agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, non-disclosure agreements  
Which are: maintained by any JS/combatant command activity  
*Cut off when the agreement is superseded or terminated. Destroy/delete 3 years after cutoff.*

1012-02 Files related to managing third-party services: control measures for review and monitoring of contracts, procedures for determining their effectiveness and compliance  
Which are: maintained by any JS/combatant command activity  
*Cut off when subject control measures or procedures are superseded or terminated. Destroy/delete 3 years after cutoff.*

1012-03 Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing, and other IT services  
Which are: maintained by any JS/combatant command activity  
*Cut off annually unless there are outstanding issues concerning charges or payments. If there are outstanding issues, close file when they are resolved. Destroy/delete 3 years after cutoff.*

Note: This item only covers records that are outside of the agency's cost accounting system, which is covered in GRS 8 items 6 and 7

#### 1013 CUSTOMER SERVICE FILES

1013-01 Records related to providing service and support to customers, including pamphlets, responses to frequently asked questions, and other documents prepared in advance to assist customers; help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.  
Which are: maintained by any JS/combatant command activity  
*Cut off annually, destroy/delete 1 year after cutoff.*

#### IT APPLICATIONS

This section covers records maintained only for technical support of applications that serve program or administrative functions of the agency. The agency will need to maintain many of these records -- including but not limited to user requirements, system specifications, data and process models, and user guides -- in order to document the programs or administrative functions which the applications serve. Such records are necessary for adequate and proper documentation of agency programs or administration, other than IT operations and management, and should be retained under schedules authorized for records of those programs or administrative activities. This GRS applies only to separate copies of such records in files maintained solely for technical support.

#### 1014 APPLICATION DEVELOPMENT AND IMPLEMENTATION

1014-01 Application development case files  
Records created and used in determining customer needs for applications, designing, developing, acquiring, or modifying applications, including user requirements and specifications, system or subsystem specifications, system integration documents, application and data deployment strategies, status reports, records documenting acceptance of applications and modifications, and related correspondence  
Which are: maintained by JS/combatant command  
*Cut off when application is terminated or when all records supported by the application are destroyed, whichever is later. Destroy/delete 3 years after cutoff.*

1014-02 Installation and testing records for applications

Which are: maintained by any JS/combatant command activity

*Cut off when final decision on acceptance is made. Destroy/delete 3 years after cutoff.*

1015 TECHNICAL DOCUMENTATION, METADATA, AND SOFTWARE NECESSARY TO RETAIN, ACCESS, RETRIEVE, AND USE ELECTRONIC RECORDS

1015-01 Data systems specifications, file specifications, data and process models, data dictionaries, codebooks, record layouts, user guides, output specifications, and other technical documentation supporting retrieval, access, use, or interpretation of the data, processing specifications for input, updating, retrieval, output, interpretation, and data conversion

If data or related output records or records of action are scheduled for permanent retention, one copy of the technical documentation must be maintained as part of the permanent records

Which are: maintained by any JS/combatant command activity

*Cut off when all data or records in a form or format specified in the documentation are destroyed or deleted.*

*Destroy/delete 1 year after cutoff.*

1015-02 Documents defining data quality controls, including source document, input, processing, and output controls

Which are: maintained by any JS/combatant command activity

*Cut off when subject controls are superseded or terminated. Destroy/delete 3 years after cutoff.*

1015-03 Application software: automated program listing/source code necessary to access, retrieve, use or maintain electronic records; program flowcharts, program maintenance log, change notices, and other records that document modifications to computer programs that support applications

Which are: maintained by any JS/combatant command activity

*Cut off when no longer needed to retrieve, use or interpret any records created by, or stored in the application.*

*Destroy/delete 1 year after cutoff.*

1016 TEMPORARY INPUT/OUTPUT FILES

1016-01 Input records: documents and files designed and used solely to create, update, or modify electronic records; including non-electronic documents or forms, digital input/source files; files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database; metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations

Which are: maintained by any JS/combatant command activity

*Cut off when the creation, updating or modification of subject records is completed and verified.*

*Destroy/delete 1 year after cutoff.*

1016-02 Output records retained by IT service and support units; including extract, summary, and aggregate data files derived from a data base in cases where it is possible to regenerate the extract, summary, or aggregate from the data base, and copies of output reports produced for clients

Which are: maintained by any JS/combatant command activity

*Destroy/delete upon verification of successful delivery and acceptance of outputs by client, or 3 months after delivery, whichever is sooner.*

1017 WORK FILES AND INTERMEDIATE FILES

1017-01 Work files and intermediate files created in the production or use of other electronic records for the sole purpose of enabling, supporting, or facilitating the use of the other records; for example, work files, valid transaction files, and print files

Which are: maintained by any JS/combatant command activity

*Destroy/delete when the process in which the intermediate file is created or used is terminated.*

1018 IT REPORTS

1018-01 ITMRA annual report

Reports relating to responding to ITMRA requirements

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when 7 years old. Authority: GRS 16 item 11*

1018-02 Information resource management (IRM) Triennial Review File

Reports required by the General Services Administration concerning reviews of IRM practices. Includes associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports

Which are: maintained by any JS/combatant command activity as the official record copy

*Destroy/delete when 7 years old. Authority: GRS 16 item 11*

1018-03 IT correspondence file

Correspondence, reports, and other records that relate to the JS/combatant command IT activities

Which are: maintained by any JS/combatant command activity

*Cut off annually at end of FY, hold 7 years, then destroy/delete. Authority: GRS 16. item 11*

1019 YEAR 2000 (Y2K) PROGRAM

1019-01 Policies, procedures, and guidance relating to the establishment and operation of Y2K program

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off after completion of program, destroy/delete 5 years after cutoff unless needed longer for reference.*

*Authority:*

1019-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to Y2K program

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off after completion of program, destroy/delete 5 years after cutoff unless needed longer for reference.*

*Authority:*

1019-03 Files relating to operational activities and events within Y2K program

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1019-04 Files relating to routine and administrative activities and events within Y2K program

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1019-05 Which are: reference copies of all above items held by any activity

*Delete/delete when superseded, obsolete, or no longer needed for reference*

1020 IT OPERATIONS AND MANAGEMENT ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of such records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1020-01 Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced.*

1020-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed.*

1100 SERIES - MEDICAL

1101 GENERAL MEDICAL ADMINISTRATION

1100-01 Directives and guides relating to the administration of medical activities

Which are: maintained by any JS/combatant command activity

*Destroy/delete when superseded or obsolete. Authority:*

1101-02 Correspondence and memorandums relating to the administration of medical activities

Which are: maintained by any JS/combatant command activity

*Cut off annually. Destroy/delete when 3 years old. Authority:*

1101-03 Which are: maintained by any JS/combatant command activity for reference. (non-record)

*Destroy/delete when no longer needed for reference.*

1101 PREVENTIVE MEDICINE MATTERS

1101-01 Policies, procedures, and guidance relating to preventive medicine matters

Consisting of documents governing general health, immunization policy, anthrax tracking programs, biological and chemical defense

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1101-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

1101-03 Files relating to routine and administrative activities and events within preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1101-04 Which are: reference copies of all above items held by any activity. (non-record)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

1102 MEDICAL LOGISTICS SUPPORT

1102-01 Policies, procedures, and guidance relating to medical logistics support

Documents include publications, directives and instructions governing medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1102-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

1102-03 Files relating to routine and administrative activities and events regarding medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1102-04 Which are: reference copies of all above items held by any activity. (non-record)  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

1103 MEDICAL DOCTRINE

1103-01 Policies, procedures, and guidance relating to medical doctrine  
Documents include publications, directives and instructions governing the formulation of medical doctrine  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1103-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical doctrine  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

1103-03 Files relating to routine and administrative matters regarding medical doctrine  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1103-04 Which are: reference copies of all above items held by any activity. (non-record)  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

1104 MEDICAL STRATEGIC PLANS

1104-01 Records relating to the formulation of medical strategic plans  
Consisting of: correspondence, reports, directives, briefings, studies, and other related documents relating to readiness, training, and wartime requirements  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1104-02 Files relating to routine and administrative matters regarding medical strategic plans  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1104-03 Which are: reference copies of all above items held by any activity. (non-record)  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

1105 MEDICAL OPERATIONAL SUPPORT PLANNING

1105-01 Records relating to the formulation of medical operational support planning  
Consisting of correspondence, reports, directives, briefings, studies, and other documents relating to the development of OPLANs and CONPLANs  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1105-02 Files relating to routine and administrative matters regarding medical operational support planning  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1105-03 Which are: reference copies of all above items held by any activity. (non-record)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

1106 FORCE HEALTH PROTECTION (FHP)

1106-01 Records relating to the development of FHP Communication Plan including correspondence, reports, directives, briefings, studies, and other documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1106-02 Files relating to routine and administrative matters regarding the FHP Communication Plan

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1106-03 Which are: reference copies of all above items held by any activity (non-record)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

1107 AEROMEDICAL EVACUATION RECORDS

1107-01 Files relating to oversight of aeromedical evacuation including correspondence, staff papers, reports, and similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 10 years after cutoff unless needed longer for reference activities. Authority:*

1107-02 Files relating to operational activities and events involving aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1107-03 Files relating to routine and administrative activities and events within aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1107-04 Which are: reference copies of all above items held by any activity. (non-record)

*Delete/delete when superseded, obsolete, or no longer needed for reference*

1108 MEDICAL EXERCISES/OPERATIONS

1108-01 Policies, procedures, and guidance relating to medical exercises and operations e.g., MEDFLAG, JTF NOBLE ANVIL

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. After revision, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1108-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

1108-03 Files relating to operational activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off upon completion of final report, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*



1108-04 Files relating to routine and administrative activities and events relating to medical exercises and operations  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1108-05 Which are: reference copies of all above items held by any activity. (non-record)  
*Delete/delete when superseded, obsolete, or no longer needed for reference*

#### 1109 MEDICAL, STATISTICAL, AND RELATED REPORTS

1109-01 Medical, statistical, and related reports  
Consisting of: special studies and reports which have substantive value  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

1109-02 Which are maintained by other activities for reference (nonrecord)  
*Destroy/delete when no longer needed.*

#### 1110 MILITARY PERSONNEL HEALTH RECORDS

1110-01 Active duty/reserve military personnel health records  
Which are: held by JS/combatant command activities  
*Return to individual/service and apply appropriate service disposition schedule*

#### 1111 CIVILIAN EMPLOYEE MEDICAL RECORDS

1111-01 Civilian Employee Medical Records (EMF)  
Information reflecting outpatient medical care and treatment furnished to individual civilian employees  
Which are: maintained by any JS/combatant command activity as the official record copy  
*These EMF records are Office of Personnel Management records and controlled under the General Records Schedule (GRS) 1 item 21 a. Forward file of reassigned individual to medical treatment facility of record upon request. b. Transfer records of separated or retired individuals to servicing Civilian Personnel Office for retirement. c. The OPM is the authorized custodian of these records. Transfer and destroy these records in accordance with OPM instructions.*

#### 1112 FAMILY ADVOCACY CASE RECORDS

1112-01 Family advocacy case records  
Documents relating to established or suspected cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are DD Form 2486 (Child/Spouse Abuse Incident Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off and destroy as a family group 5 years after the end of the CY in which the case was closed or when an involved minor child reaches 23 years old.*

#### 1113 SUBSTANCE ABUSE RECORDS

1113-01 Substance abuse records  
Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program. Included are results of biochemical urine analysis and other tests, individualized treatment plans, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition  
Which are: maintained by any JS/combatant command activity as the official record copy  
*Cut off and destroy 5 years after the end of the CY the case is closed or when a minor child reaches 23 years old.*

1114 MENTAL HEALTH RECORDS

1114-01 Mental health records

Information related to conducting psychological evaluations of individuals, and other consultations relating to mental health services, including social work case records (information related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment)

Which are: maintained by any JS/combatant command activity as the official record copy

*Cut off and destroy 5 years after the end of the CY the case is closed or when a minor child reaches 23 years old.*

1115 MEDICAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of such records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1115-01 Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

*Destroy/delete within 180 days after the recordkeeping copy has been produced.*

1115-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

*Destroy/delete when dissemination, revision, or updating is completed.*

1116 MEDICAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

1116-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

*Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.*

*Authority:*

1116-02 Which are: joint system is unscheduled

*Submit SF 115 to NARA for feeder and/or joint systems*